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MONTANA PERSONNEL PERSPECTIVES

NUMBER 11
VOLUME II

JANUARY, 1983

PRESIDENT'S COMMITTEE REPRESENTATIVE PRAISES PROGRESS OF GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

The Governor's Committee on Employment of the Handicapped was praised by the regional coordinator for the President's Committee on Employment of the Handicapped, who said he was very impressed with the progress made by the committee since it was reorganized a year ago.

Tony Suazo, who is liaison with nine northwestern states, discussed current issues involving employment of the handicapped with committee members at their Jan. 11 meeting in Helena, and worked with them to develop goals and objectives for 1983. (See following story.)

Employment in the current depressed economy is the top issue for the handicapped, according to Suazo, who said the Governor's Committee and handicapped groups and individuals will have to push very hard to maintain and improve employment opportunities.

Negative attitudes about hiring the disabled increase during hard economic times. Suazo said employers argue that hiring a disabled person will affect the morale of other workers, will increase accidents, and will cause insurance rates to climb, but he pointed out that none of these arguments is true.

Employers also fear the high cost of accommodation for jobs for the disabled, but Suazo called this a "very, very weak argument." In practice, the cost of job accommodation has proved to be minimal and it has been found that very few jobs actually require accommodation.

Accessibility is another issue which needs to be pursued. "I see a lot of car spots, but we still have a long way to go," Suazo told the committee.

National handicapped groups have learned to work with the federal government and these skills are filtering down to local groups and their work with local governments. Suazo encouraged the committee to improve their skills in working with the legislature on bills relating to handicapped employment. He described the development of the handicapped consumer movement as a bright spot which is filtering down to the local level where handicapped advocates are honing their leadership skills.

The last issue Suazo brought to the committee's attention involves dealing with the severely mentally handicapped, those he described with IQ's of 20 to 70, because these people require substantial accommodation. Suazo described placing them in employment as a big challenge and said expansion of sheltered workshop programs may be the best solution for these individuals.

The President's Committee representative urged the state committee members to improve and expand public relations activities in 1983, in order to get maximum participation in the committee's programs, such as the Windmills training now available to public and private employers.

Suazo, who also addressed the Last Chance Personnel and Affirmative Action group, told them that the President's Committee slogan for many years has been, "Hire the Handicapped, It's Good Business."

"We've about outlived this slogan," Suazo said. "People already know this. We don't want employers to look at hiring a handicapped person as giving them a chance. We want them to look at hiring the handicapped as hiring a good worker."

GOVERNOR'S COMMITTEE SETS 1983 GOALS

Improved public relations, assessment of employment opportunities for the disabled, and research into issues relating to the severely handicapped were adopted as goals for 1983 by the Governor's Committee on Employment of the Handicapped.

The GCEH, which met Jan. 11, also reviewed pending legislation relating to handicapped issues and heard from Tony Suazo, northwest region coordinator for the President's Committee on Employment of the Handicapped. (See preceding story.)

The committee decided to adopt a task force approach to deal with a wide range of issues.

Several of the goals deal with improved public relations for the committee. Improved and expanded contact with the media, especially to promote Windmills training for public and private employers, research into volunteer programs, creation of a brochure explaining the committee's activities, a sharing of information program, and a statewide conference all will be pursued by committee members.

A second general area for action includes attempting to obtain funds to assess specific job opportunities in Montana communities and development of a technical assistance package to assist disabled persons interested in starting their own businesses.

The third general area for action involves researching the special employment needs of the severely handicapped.

Committee Executive Secretary Barbara Charlton will coordinate the activities of all the task forces.

Ms. Charlton announced that all current committee members will be reappointed for a second year. The membership represents disabled groups, labor, state government, and the general public. Department of Administration Director Morris L. Brusett will continue as chairman of the committee.

The next committee meeting is scheduled in April. For further information about the GCEH, contact Ms. Charlton at 449-3871.

WELL, WELL, WELL

Employees interested in taking a stress class, weight loss, self care, smoking cessation, or fitness class should contact Mike Arnold at 449-3871. Dependents of employees are also encouraged to participate.

HIGHWAYS EMPLOYEES RECEIVE INCENTIVE AWARDS

Three Department of Highways employees have received employee incentive awards. A suggestion for statewide use of post straightening equipment rather than discarding bent delineator/sign posts has resulted in a $500 award for William Spracklin and Gilbert Paulson. Implementation of the suggestion has resulted in the savings of approximately $55,000.

A steel tripod has been constructed and used to provide a stable alignment site for small survey crews. There has been limited usage and limited savings from this idea, but it resulted in a $25 award for Donald R. Taylor.

For further information about incentive awards, contact Joe Michaud or Denise Boyett, at 449-3871.

LANDS HONORS EMPLOYEES' SERVICE

The Department of State Lands has organized an employee recognition program that rewards longevity and outstanding service. A special awards ceremony is held each year in June.

Each division elects two individuals for outstanding employee awards. They are each presented with a certificate; one also receives a plaque. One person from the department is selected by the commissioner to receive the commissioner's award, which is a plaque commemorating outstanding service signed by the commissioner.

At the first awards ceremony held in June, 1982, employees who had ten or more years of service were presented with pins. The department awarded 30 10-year pins, 9 15-year pins, 20 7-year pins, 4 25-year pins, 1 30-year pin, and 1 35-year pin.

Gary Willis, State Lands Personnel Bureau Chief, reports that the recognition program has been well received and that it has elicited good comments and morale from employees.

The longevity award pins were designed and produced as a part of the Intergovernmental Personnel Act grant for 1981. Shaped like the state of Montana, these lapel pins bear the great seal of the state and a numeral designating years of service. Agencies wishing to establish a non-monetary awards program are encouraged to order these pins through the State Personnel Division.

For more information on employee recognition awards, contact Lana Loughrie, 449-3871.

MERIT COUNCIL RULES IN RIF CASES

The Merit System Council has ruled that veteran's preference should have been applied in the lay-off of three Department of Labor and Industry employees. The findings of fact and conclusion of law are being prepared by Council Chairman Norman Grosfield. For further information, contact Linda Rickman, 449-3871.

DEFERRED COMPENSATION PLAN UPDATE

The state has recently signed new contracts with Montana Benefits, Inc./ G.T. Murray and Company and with Nationwide Life Insurance. The state spent over a year negotiating these agreements. The new provisions give the state assurance that future fixed interest rates will be competitive and that administrative services will continually improve.

The "new money" (funds deposited after 1980) interest rate for the first quarter of 1983 is set at 12.35% annualized with the annual rate of 11.8% guaranteed for the remaining three quarters. This 11.8% figure could go higher but not lower depending on the money market. "Old money" and "savings and loan" money will be guaranteed 8.8% and 11.05% respectively for 1983.

The Internal Revenue Service final regulations governing deferred compensation plans were recently approved. Most of these rules are already being adhered to by the state plan. However, a few minor changes are in order and will be explained in a later newsletter as official interpretations have been requested of the IRS.

One long-awaited major change is that participants will now be able to move invested funds from one plan option to another. The state will begin processing these exchanges in February. Two free exchanges will be allowed to each participant per calendar year. Five dollars will be charged for each additional exchange. Specifically, an employee will be able to move money from a variable option to one or more other variable options or to the fixed option. The employee will also be allowed to move money from a fixed option to one or more variable options, but moving "old money" to "new money" and vice versa will not be allowed.

Exchanges from fixed to variable are limited in 1983 to 10% of the state's total fixed account balance and applications for such exchanges will be approved in the order received by the state. Those wishing to make exchanges should contact Montana Benefits, Inc./G.T. Murray and Co., P.O. Box 603, Helena, MT 59624, 443-6398.

Also in 1983, the annual administrative charge will be $12 for each participant. The practice of charging $12 for a "new money" account and $3 for an "old money" account has been dropped.

To discuss deferred compensation administrative matters, contact Joe Michaud at 449-3871.

RULES PROPOSED FOR REPEAL

The Department of Administration is proposing the repeal of some obsolete rules relating to data collection for equal employment opportunity. Implementation of the Personnel/Payroll/Position Control system superseded the

requirements in the rules which are now found in the Administrative Rules of Montana.

Copies of the rule repeal notice will be distributed to personnel and EEO officers. Comments regarding the proposed repeal must be received by Personnel Division Administrator Dennis M. Taylor no later than February 25.

For further information about the proposed repeal, contact Gale Kuglin at 449-3871.

DOROTHY JOHNSON RETIRES

Dorothy Johnson, Personnel Specialist with the Office of the Superintendent of Public Instruction and a Personnel Policy Network representative, retired Dec. 31. Her replacement at O.P.I. will be Joyce Thompson.

JOSCELYN APPOINTED TO BPA

Helena attorney Alan L. Joscelyn has been appointed by Gov. Ted Schwinden to serve as the neutral member on the Board of Personnel Appeals.

COURSE COST CORRECTED

The cost of the course, "The Interview: Foundation for More Effective Hiring," is incorrect in the December issue of this newsletter. The course, which is offered March 8, will cost $25 and not $90 as listed.

PERSONNEL REFERENCE

The following article on reference checks is the third in a series of articles on selection techniques and other personnel related matters which will be appearing in the Perspectives. You may wish to detach and save this article for future reference.

REFERENCE CHECKS (Part 2)

Last month we discussed some of the pitfalls in using the reference check as a selection device. For those managers who view reference checking as an essential part of their procedures, the following tips may lessen the legal liability and the subjectivity of the employer responses. John D. Rice of Western Publishing Company has these suggestions:

1. Request only job-related information. The information requested should be specific to the job for which the applicant is applying.

2. Obtain a written release from the applicants. Although not legally required, a written release will clearly establish your right to check references.

3. Stay away from subjective areas. Don't ask about attitude and personality characteristics. Ask instead for objective, verifiable information such as job title, number of days absent, pay rate, and reason for termination. Discourage the reference giver who wants to add subjective details.

4. Evaluate the person who provides any subjective information. Did this person directly supervise or work closely enough with the applicant to be able to evaluate him or her? Is it possible that the reference giver has a personal ax to grind, or that some bias is at work?

5. Don't ask the popular rehire question.[1] Since nearly everyone answers "yes," the question is meaningless.

The following cautions also apply:

-- Check as many references as possible, particularly if one reference turns up negative information. Does each previous employer say much the same or does information conflict?

-- Use a standardized written question format. Cover the same information with each employer.

-- Have written criteria against which you can judge employers' responses. Document which types of information could eliminate an applicant from further consideration and which are considered a "plus."

-- Give applicant a chance to explain or rebut discrepancies or negative information.

Be particularly sensitive to the effect your reference checking procedures may be having on minority candidates, women, and other protected classes. Remember, if your procedure rejects disproportionate numbers of such groups, you may be forced to defend its validity!

How do you handle the other side of the coin, i.e. when you are called to give a reference on a previous employee? It's simple. Don't answer any questions which you yourself would not ask.

Research seems to indicate that the reference check has more use as a verification of information provided by the applicant than as a predictor of job success. Until additional methods for checking references are developed, other applications are not generally recommended.

[1] Rice, John D. "Privacy legislation: its effect on pre-employment reference checking." The Personnel Administrator February, 1978, 46-51.

Do you have a topic or issue of concern which you would like to see discussed in this newsletter? Contact Pam Wintrode at 449-3871.

Montana Personnel Perspectives is published monthly by the Department of Administration, Personnel Division. It is intended to keep personnel officers and agency managers informed of developments in the area of personnel management. Material may be reproduced by state agencies without permission. Comments should be directed to the Personnel Division, Mitchell Building, Helena, Montana (449-3871).

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MONTANA PERSONNEL PERSPECTIVES

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February, 1983

THE VALUE OF A STATE EMPLOYEE

State employees should know that their value to the state is much greater than the amounts seen on the paychecks.

On the average, for every dollar that the state pays in wages, the state also pays 19.7 cents for additional benefits. Here is the breakdown of these benefits and their costs relative to each dollar in gross pay:

Gross Pay		100.0 cents
Other State Contributions		
Social Security	6.7 cents	
Retirement	6.3 cents	
Health, Dental, Life Ins.	5.3 cents	
Workers Comp. & Unemployment Insurance	1.4 cents	
Total of Other State Contributions		19.7 cents
TOTAL EMPLOYEE COMPENSATION		119.7 cents

Even this 19.7 cents in addition to each salary dollar does not explain an employee's full value to the state. A full time state employee is paid his allotted salary plus benefits for 260 working days per year (52 weeks x 5 days), even though the average employee only works 224 days per year. Here is the breakdown of days worked per year for the average state employee:

Gross Workdays Per Year		260 days
Less Paid Leave For Vacations	16½ days	
* Funerals, Sickness, Family Sickness	9 days	
Holidays	10½ days	
Total Paid Leave		36 days
ACTUAL DAYS WORKED PER YEAR		224 days

*Although 12 sick days per year are allowed to each full time employee, it is assumed that 8 days are actually used per year, while the other four are budgeted to be paid out at the 25% rate.

As an example, an employee whose pay rate is $8 per hour, actually costs the state $11.12 per each hour worked. This is 39% above the hourly rate. Military leave, time off for jury duty, educational leave, or training expenses paid by the state are not included in the 39%. It is obvious that the state's investment in its employees is much greater than that which is seen on the paychecks.

For more information about the value of benefits, contact Joe Michaud at 449-3871.

PERSONNEL PROVIDES FOLLOW-UP ASSISTANCE TO TRAINING

The Personnel Division training section currently offers a number of workshops for supervisors and managers which introduce them to selection techniques, EEO, classification and other personnel related functions. These low cost workshops are geared specifically to state agencies.

As an added bonus, when the workshop is complete, the instructors do not fold their tents and leave town, unavailable for follow-up. Division staff members serve as instructors and are always available to work with the agencies on specific situations or problems relating to the workshops. Training and follow-up types of assistance include:

Recruitment and Selection Workshops

Pamela Wintrode, Selection Specialist, will assist in areas such as where to recruit, how to attract good applicants, how to quickly screen large pools of applicants and will help to identify and develop the most appropriate selection procedures for new hires and promotions. She will also assist individual agencies establish uniform recruitment and selection procedures.

EEO and Affirmative Action Workshops

Jim Nys, State EEO Coordinator, will assist in writing affirmative action plans and answer any questions regarding EEO and Affirmative Action.

Performance Appraisal Workshops

Mark Cress, Chief of Employee Relations Bureau, and Jim Nys will work with individuals, and agencies as a whole, in developing and maintaining a performance appraisal system which agencies are required by rule to have.

Classification Workshops

John McEwen, Chief of the Classification Bureau, who conducts workshops on the Classification System and Developing Task Statements, will assist in areas such as re-classifying a position, adding a new position, or combining duties or
adding duties to existing positions.

Windmills Workshop

Barb Charlton-Literski, Handicapped Employment Coordinator, could assist in areas such as:

- structuring interview questions when you have a handicapped person on your applicant pool,

- questions to avoid when interviewing disabled persons,

- providing information about the Subsequent Injury Fund,

- suggesting reasonable accommodations for disabled applicants or employees.

Discipline Workshop

Gale Kuglin, Policy Coordinator, is available to help supervisors or managers who are dealing with a discipline problem.

Also, Judy Schill or Linda Rickman will work with individual agencies to identify training needs, to develop a training needs assessment, or to modify or develop workshops for specific needs.

The above mentioned workshops are being offered through the general training schedule. We also can provide these workshops directly to agencies, tailored to meet specific agency needs. Group rates and direct purchase of workshops may result in significant savings in the cost per person of training. Follow-up assistance is free.

For further information, please contact Linda Rickman at 449-3871.

CLASSIFICATION ENHANCEMENT PROJECT TO BEGIN MAY 1.

Preparations are being made to begin the classification enhancement project. This project was one of the recommendations of the Personnel and Labor Relations Study Commission.

The purpose of the classification enhancement project is to improve the job evaluation methodology used to classify positions and assign pay grades to classes. The improvements in the methodology will involve two significant changes that are designed to increase the technical adequacy of the methodology and to increase the acceptance and understanding of employees and managers in the classification process. The two changes are: introduction of quantitative methods of job evaluation and the use of review committees of employees and managers in the classification process.

The project will be staffed by Joyce Brown, Project Supervisor, and Eric Trimble. They will begin working full time on May 1. The project is scheduled to be completed in about 2 - 5 years.

For further information, contact John McEwen at 449-3871.

GOVERNOR PRESENTS INCENTIVE AWARDS

Governor Ted Schwinden presented Employee Incentive Awards February 4 to five employees whose suggestions have been implemented and are presently saving the state substantial sums of money, as well as improving efficiency and effectiveness of operations.

Valerie A. Newton (Quality Control Reviewer, Dept. of S.R.S.) initiated the agreement for SRS and Job Service (D.O.L.I.) to share rented space, saving $750 for each department per annum. $150, or 10% of the total first-year savings was awarded to Ms. Newton.

John C. Cada's implementation of telephone interviews as opposed to mail questionnaires to survey hunters saved the state $36,000 in 1982. Cada (Wildlife Biologist, Wildlife Research Bureau, D.F.W.P., Bozeman) was awarded $500, the maximum award amount, for his suggestion and its successful implementation.

Donald R. Taylor's construction of a steel tripod to be used to provide a stable alignment site for small survey crews provided a savings for those crews which was undeterminable. His idea was meritorious enough, however, to earn him $25 for his efforts.

Two applicants, William Spracklin and Gilbert Paulson, (Glendive Construction/ Road Maintenance, Dept. of Highways) built an hydraulic post-straightening device which would salvage bent delineator and sign posts. Three such devices have been constructed to date and using them has resulted in the savings of approximately $55,000. Spracklin and Paulson shared the maximum award amount of $500 between them.

Each of the employees received, in addition to the monetary awards, a handsome wall plaque holding a certificate of commendation signed by Gov. Schwinden.

For further information on incentive awards, contact Joe Michaud or Denise Boyett at 449-3871.

MAKING THE TRANSITION

Many a newly-appointed supervisor fails because he or she has not been adequately prepared to fulfill this new role. Too often supervisors are promoted from the ranks of technicians, as a reward for outstanding performance, with little thought given to the different skills required for a supervisory position.

Although technical expertise is still required, the majority of a supervisor's time is spent managing people. The most outstanding technician may not have the ability, or even the desire, to manage others. Technical competence becomes less important than skill in human relations. Joining the management team means moving from specialist to generalist.

The majority of a supervisor's time is spent in directing i.e., in seeing that the work gets done. Other important functions include planning, decision making and organizing. Supervisors who lack ability in any of these areas are liable to be ineffective.

Training can go a long way toward helping the new supervisor to develop required abilities and to understand his or her role within the organization. The ability to manage time, to delegate work, and to interact effectively with both workers and other management personnel can be learned. The skillful technician who is willing to learn, change, adopt, and seek help when needed can become the skillful supervisor.

Employees new to the supervisory role, as well as supervisors who wish to brush up on their skills, may be interested in attending a workshop developed by the Personnel Division. This 3-day intensive workshop in Personnel Practices for Supervisors will be offered March 29, 30 and 31. The training is directed toward working supervisors and will feature a how-to approach in the following subject areas:

Human Behavior, Interpersonal Skills, Attitudes, Meeting Skills
Job Analysis, Writing Position Descriptions, Work Planning
Performance Appraisal
EEO and Affirmative Action
Classification, Labor Relations
Selection Procedures
Personnel Policies in MOM, Benefits
Discipline Handling, Grievance
The Marginal Employee

A more detailed description will be sent to the Personnel/Training Officers. This comprehensive seminar is designed to provide basic supervisory skills for supervisors. It will be beneficial for new supervisors, supervisors who have not received similar training, and for experienced supervisors as a refresher.

General Enrollment	$90	per participant
	$80	per participant for agency sending 2-5 persons
	$400	flat rate for agency sending 5-10 persons

Agencies may also purchase this workshop individually, and any of the sections can be modified to meet specific agency needs.

Agency Group Rate	$500	flat rate for agency sending up to 30 participants

Trainers include Mark Cress and Gale Kuglin

For more information or to enroll, please contact Linda Rickman, 449-3871.

MOM UPDATE PROJECT COMPLETED

The first comprehensive update of the state's 1,200 Montana Operations Manuals, Volume III, is complete, and 1,847 copies of policies have been issued to manual holders. With the assistance of the personnel staffs from all state agencies, the Personnel Division had all manuals reviewed for completeness and for up-to-date policies.

PERFORMANCE OF DEFERRED COMPENSATION OPTIONS
AS OF DEC. 31, 1982

Fund	Type of Fund	Percent Asset Value Change in Last 3 Months	Percent Asset Value Change in Last 6 Months	Percent Asset Value Change in Last Year	Percent Asset Value Change in Last 5 Years (Yearly Average)	Percent Asset Value Change in Last 10 Years (Yearly Average)
Deferred Compensation Plan Options:						
1. Fixed annuity-money invested before January 1, 1981	Guaranteed rate of return - Long-term commitments	2.2	4.5	9.0	8.2	INA**
2. Fixed annuity-money invested after January 1, 1981	Guaranteed rate of return - Long-term commitments	3.1	6.3	12.6	INA*	INA*
3. Nationwide Fund@	Income Stocks	14.8	24.4	21.0	9.5	7.0**
4. Seligman Growth Fund@@	Growth Stocks	26.0	40.8	27.7	16.6	7.2**
5. Putnam Investors	Growth Stocks	23.9	43.0	32.5	19.5	9.2**
6. Massachusetts Investors Growth Stock Fund	Growth Stocks	20.2	33.3	27.5	19.4	6.4**
7. Mutual Investing Money Market Fund	Short-term debt instruments	2.1	4.9	11.5	INA*	INA*
8. Massachusetts Financial High Income Trust Fund	High-income producing bonds	11.6	29.5	34.6	INA*	INA*
9. Massachusetts Captal Development Fund	Higher-risk growth stocks	30.3	44.3	39.2	32.6*	20.9*
Market Indicators:						
1. U.S. Consumer Price Index	Measure of price changes	- 0.3	0.7	3.9	9.5	8.9
2. Dow Jones Industrial Average+	Industrial stocks	16.8	28.9	19.9	5.3	2.1
3. Dow Jones Bond Avg.+	Bonds	8.5	21.7	24.4	- 4.0	- 1.5
4. Money Market Funds as published in the Wall Street Journal	Short-term debt instruments	2.2	5.4	12.0	INA	INA

INA - Information used to compute this statistic is not available.
* - This option was not available to state employees before 1/1/81
** - This option was not available to state employees before 1/1/76

@Name changed from Mutual Investing Foundation Fund
@@Name changed from National Investors Corporation Fund
+Does not include realized interest on dividend income

STAFF CHANGES

Caleb Mills has moved from his position as supervisor of the standards and methods section in the Classification Bureau to become a labor relations specialist in the Personnel Division Labor Relations Bureau. His new telephone number is 449-5614. In May, Joyce Brown who is currently project director for the Personnel and Labor Relations Study Commission will move to the Classification Bureau to head the Classification Enhancement Project. (See related story). Jim Nys has been appointed permanent State EEO Coordinator. Word processing operator Debbie Lewis has accepted the position as secretary in the Computer Services Division. Receptionist Lou Fortney has retired.

EEO POSTERS AVAILABLE

A supply of the new federally-required EEO posters has been received by the Personnel Division. Agencies which need additional posters should contact Jim Nys at 449-3871.

WINDMILLS TRAINING PROGRAM

People are talking about "Windmills". Since our common goal is employment of the handicapped, you should be talking about it too, "Why"? you ask. Well, it's simply because it works!

The "Windmills" training program was introduced in Montana by the Montana Governor's Committee for Employment of the Handicapped. The goal was to obtain a training package that would effectively change negative attitudes about employing persons with disabilities into positive attitudes-the ultimate goal being to create jobs.

So what is this leading up to? The Personnel Division would like to share this successful program with state agencies. Three trainers are available to present a workshop to employees in each agency at no cost to the agency. Some of the ideas discussed during a Windmills Program are:

1. How we unintentionally excluded disabled people socially and at work.
2. How the organization loses by not including disabled people.
3. How easily accommodations can be made for a disability in a work setting.

Agencies which would like to schedule a Windmills Program should contact Barb Charlton at 449-3871.

GLOSSARY OUT FOR COMMENT

A glossary of terms generally applicable to policies in the Montana Operations Manual, Volume III, has been distributed to agency heads and personnel network members for comment. The glossary has been prepared as a guide, because the majority of terms included are statutory definitions. Reviewers have been

asked to comment on the terms included and suggest additional definitions for the glossary by March 7.

For further information, contact Mark Cress or Gale Kuglin at 449-3871.

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MONTANA PERSONNEL PERSPECTIVES

Number 1
Volume III

March, 1983

PROPOSED SEXUAL HARASSMENT RULES DEVELOPED

Proposed rules prohibiting sexual harassment in state agencies have been noticed for adoption in the Montana Administrative Register.

The proposed rules:

1. define sexual harassment in compliance with Governor's Executive Order 7-82;

2. require agency heads to adopt a policy statement prohibiting sexual harassment and an agency procedure for handling allegations of sexual harassment within 90 days of the effective date of these rules;

3. require that substantiated violations of these rules be subject to disciplinary action, including discharge, where appropriate.

Copies of the proposed rules have been sent to all agency heads, personnel officers and Interdepartmental Coordinating Committee for Women representatives. They are available from them for review by all employees. Comments on the proposed rules must be received no later than April 15 by Personnel Division Administrator Dennis M. Taylor.

The Executive Order also requires the Department of Administration to offer training on sexual harassment for state employees. To arrange this two-hour training, contact Judy Schill at 449-3871.

For additional information about the proposed rules, contact Gale Kuglin or Mark Cress at 449-3871.

1982 SALARY AND BENEFIT SURVEY PUBLISHED

Results of the biennial salary and benefit survey, which was conducted last September, have been compiled and published in two formats. One format is a twenty-page summarization, while the other is a more detailed report, providing compiled data for each class surveyed. The latter report has been sent to each agency head or department director. Copies of the summary report are limited but may be made available upon request to the Personnel Division.

Nine states and 172 employers within Montana responded. These 181 responses produced 2,470 total matches to 161 classes representing the salaries of at least 37,741 job incumbents.

In general, the following conclusions can be drawn from this year's survey:

1. Most lower graded state salaries are near or above market averages, while state salaries at classified grades 11 and above tend to be below market averages.

2. Except for teachers, state salaries of employees paid by special pay matrices (retail clerks, blue collar, etc.) are at or above market averages.

3. The salaries of most of the state's experienced professionals and managers continue to be significantly below market averages.

4. There is evidence that most competing employers increase the salaries of satisfactory employees faster than the State of Montana. The state's minimum salaries are generally more competitive than its maximum and average or midpoint salaries.

5. Evidence from the survey suggests that the state's classification system allocates grade levels from a perspective of value to the organization and treats predominately female occupations the same as predominately male occupations. There tends to be more salary differences of this type in the market place than within the state's system.

6. The state's group insurance contribution is about in line with the market.

7. The state's retirement contribution is below the average of neighboring state contributions but slightly above the average of Montana employer contributions.

8. State employees receive more paid leave time than those employed elsewhere in the two labor markets.

9. State pay and benefit increases during this biennium maintained the state's market position for experienced professionals and managers and improved the state's market position for lower graded positions.

10. This biennium's percentage rather than flat dollar adjustments to classified grades 15 and above kept the state's market position at these levels from further deterioration and prevented further salary compression.

For additional information, contact Joe Michaud at 449-3871.

User Group

A nine-member user agency advisory group to the Payroll/Personnel/Position Control System has been appointed.

Members are: Brian McCullough, Department of Commerce
Olive Price, Department of Fish, Wildlife & Parks
Charles Stohl, Department of Health
John Prebil, Department of Highways
Bobbie Dixon, Department of Institutions
Howard Hammer, Department of Justice
Terry Johnson, Office of Budget & Program Planning
Roger Linnell, Department of Revenue
Gary Willis, Department of State Lands

The inaugural meeting was held on March 8. The group's objective is to suggest and evaluate improvements and additions to the Personnel and Financial Management reports provided by the system. The reports need not have statewide application but can be of a more specialized nature. These specialized reports will be written in CULPRIT and placed in the computer library 'CY0350. AGY.LIB.PGM' so that individual agencies or bureaus can run them at their discretion.

The group will meet monthly. At each meeting topics will be presented that the members can consider over the following month and make specific recommendations at the following meetings.

Suggestions for items for the group to consider can be directed to Mark Cress, Personnel Division, 449-3871, or Richard Hall, Central Payroll, 449-3174.

Training

P/P/P Data base familiarization - A half day course will be offered to programmers in the use of CULPRIT in relation to the P/P/P data base. The intent is to familiarize programmers with the particular content and organization of the data base. Training in CULPRIT will continue to be provided by Computer Services Division.

System Access for Non-Data Processing Personnel - This half day course will be offered by a non-DPer for non-DPers. No data processing knowledge will be assumed. By the end of the course the participants will be able to run any of the reports available in "CY0350. AGY.LIB.PGM" and will be able to access specific information via On-Line-Query. In the future the above courses will be scheduled on a regular basis. Until that time, contact Richard Hall, P/P/P Coordinator, 449-3174, if you would like to participate.

CULPRIT Library

'CY0350. AGY.LIB.PGM' contains programs that you can run for your own agency. They cost only a few dollars to run. The following is a list of the members of this library. A more detailed description plus an example of the report can be obtained by contacting the P/P/P Coordinator.

AGYFREQ

This creates the agency frequency report of grades and classifications. This report used to be provided statewide but due to uneven interest it is now up to each agency to run it as required. It costs $5 per 1,000 employees.

ALLPOS

Simply lists all position numbers for your agency. This is to avoid duplication when establishing a new position. The position control report lists only those positions currently authorized.

JCL

This is a sample job control language that will run a CULPRIT program against the P/P/P database. JCLEXP is a narrative explanation of this JCL.

LONG1

Lists each employee's longevity increment date; groups the employees according to how many increments they have.

LONG2

Similar to LONG1. In this case all employees with more than 5 year's state service are grouped by the year their longevity date falls in.

POSBUDG

This places all authorized positions for an agency into a data set in the transaction format necessary to authorize the positions with their existing FTE and budget. This allows an easy method of putting positions into Control Variables without the use of P.D.F. Forms.

TERM19

Given a specific termination code, e.g., RIF's, all employees with that code are listed.

YTDEXP

Given a specific social security number, all expenditures for that SSN are given in the format necessary to complete a Position Control Expenditure Adjustment Form. This is an easy way of getting it right the first time. EXPLYTD contains a detailed narrative explanation of this program. Cost $2.50 plus 2¢ per SSN.

Ideas, questions, suggestions can be directed to Richard Hall, P/P/P/ Coordinator Central Payroll Division, 449-3174.

DATA COLLECTION PROCESS UNDERWAY

The Personnel Division has begun the second stage of the 1983 affirmative action (AA) process -- data collection from the agencies for the qualified utilization analysis. Staff members currently are meeting with agency repre-

sentatives to complete the analysis. The time frame for completing the AA process is:

1. Turnaround document 2 back to Personnel Division by March 31.

2. Qualified utilization analysis report to participating agencies by April 15.

3. Affirmative Action plans revised by May 30.

Agencies are strongly encouraged to participate in the AA process. An active AA plan can help reduce an agency's liability where underutilization can be identified and proper procedures for remedying the underutilization are implemented. Executive branch agencies also are required to participate by a Governor's Executive Order.

For further information about the AA process, contact Barb Charlton or Jim Nys at 449-3871.

WHY A DEDUCTIBLE?

Have you ever wondered why you pay a $100 deductible for health care before any expenses are covered? Your major medical insurance plan uses the deductible principle to eliminate the high cost of processing small claims. It works much the same as the deductible in your auto insurance. It enables the insurance company to offer higher maximum amounts at reasonable costs. For more information about your insurance coverage, contact Mike Arnold at 449-3871.

WELL, WELL, WELL

A Health Fair is planned May 27 in the Capitol Rotunda. The fair will follow a week of noontime speakers on topics covering stress, weight loss and fitness. Further information will be available in the April and May Personnel Perspectives or by contacting Mike Arnold at 449-3871.

MEETINGS

Personnel Network To Meet March 24

The Personnel Policy Network will meet at 9 a.m., March 24 in Room C-209, Cogswell Building (second floor conference room). For further information, contact Gale Kuglin at 449-3871.

Benefits Advisory Council To Meet April 8

The State Employee's Group Benefits Advisory Council will meet at 9 a.m., April 8 in the Personnel Division conference room. For further information, contact Mike Arnold at 449-3871.

GCEH To Meet April 12

The Governor's Committee on Employment of the Handicapped will meet at 9:30 a.m., April 12 in the Personnel Division conference room. Tentative agenda

items include updates on the progress of various task forces established at the January meeting and on legislation affecting the disabled. A presentation on the Job Training Partnership Act also is planned. For further information, contact Barb Charlton at 449-3871.

SPRING QUARTER TRAINING FOCUSES ON MANAGERIAL, SUPERVISORY SKILLS

The schedule of workshops that will be offered by the Personnel Division during April, May, and June is presently being finalized and will be available soon to state agencies. Many of these workshops address such supervisory and managerial responsibilities as recruitment and selection, equal employment opportunity and affirmative action, performance appraisal, job classification, and employee discipline. A number of these workshops key in on very specific topics and are not lengthy (2 - 6 hours), enabling participants to receive valuable training without being absent from their jobs for long periods of time.

In addition, two workshops which are more in-depth and which are designed specifically for supervisors are scheduled for the spring quarter. A Supervisor's Guide to Montana Personnel Management Systems is designed for supervisors who are responsible for hiring, firing, supervising, and disciplining employees. The content of this workshop covers concerns in personnel management about which supervisors most frequently inquire:

- Job Analysis and its relationship to decisions concerning personnel.
- Equal Employment Opportunity and Affirmative Action, the concepts and their application to personnel decisions.
- Performance Appraisal, the purpose and the process.
- Employee Selection and improving hiring procedures in order to select competent employees in a lawful manner.
- Discipline Handling, a discussion on when and how to discipline employees, counsel them regarding their behaviors, document disciplinary actions, and apply the process of progressive discipline.

This two-day workshop is valuable for both newly appointed supervisors and for supervisors who wish to keep current on recent trends in personnel management.

The second workshop, Personnel Practices for Supervisors, is three days in length and offers an intensive treatment of supervisory skills. Among the topics covered are:

- Human Behavior, Interpersonal Skills, Attitudes, and Meeting Skills.
- Job Analysis, Writing Position Descriptions, and Work Planning.
- Performance Appraisal.

- Equal Employment Opportunity and Affirmative Action.
- Classification; Labor Relations.
- Selection Procedures.
- Personnel Policies in the Montana Operations Manual; Employee Benefits.
- Handling Discipline and Grievances.
- The Marginal Employee

This workshop is designed to provide basic supervisory skills for new supervisors as well as allow more experienced supervisors the opportunity to refine the skills they have already acquired. Both supervisory workshops will be offered in the Helena area, but can also be provided in other areas of the state upon request.

All workshops offered by the Personnel Division are designed to meet the unique needs of state government. In addition to a general workshop schedule in which employees of any agency may enroll, workshops may be requested by single agencies and can be tailored to meet the agency's needs. Instructors providing the Division's workshops are qualified and experienced in the topics they present and are available to advise and assist employees and agencies on problems and questions that arise following the workshop.

Costs for the Personnel Division's workshops are kept low and in many instances, group rates are available. Inquiries concerning costs and requests for information or training should be directed to Judy Schill at 449-3871.

MONTANA PERSONNEL PERSPECTIVES is published monthly by the Department of Administration, Personnel Division. It is intended to keep personnel officers and agency managers informed of developments in the area of personnel management. Material may be reproduced by state agencies without permission. Comments should be directed to the Personnel Division, Mitchell Building, Helena, Montana (449-3871).

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MONTANA PERSONNEL PERSPECTIVES

Number 2
Volume III

April, 1983

HEARING ON SEXUAL HARASSMENT MAY 10

A public hearing on the proposed sexual harassment rules is scheduled at 9:00 a.m., May 10 in Room C-209, Cogswell Building (the second floor conference room). Written comments may also be submitted to Personnel Division Administrator Dennis M. Taylor by May 13.

To obtain a copy of the proposed rules contact your agency personnel officer.

PERSONNEL OFFICER BEST SOURCE OF INFORMATION FOR AGENCY STAFF

One of your employees requests maternity leave; another files a grievance; the staff wants to work flexible hours. As a supervisor, who do you turn to for information on dealing with personnel questions?

The best source of current information on how policy issues are handled in your agency is your personnel officer. While every agency does not have an employee with this specific title, someone in each agency is assigned personnel related duties. This staff member may be found in your agency's centralized services bureau, in the director's office, or in a division in the agency.

The State Personnel Division generally adopts policies and establishes practices in areas such as pay, classification, leave, labor relations, and administration of benefits. However, in most cases, the individual agencies are responsible for implementing and administering these policies.

The division also may delegate policy authority in some areas to agencies. The agency may expand on a state policy or may develop its own policies in areas not addressed by state policies.

In addition labor contracts, Merit System rules, rules of other state and federal agencies, such as Labor and Industry or EEOC, may or may not have an impact on an agency's personnel operation.

With such a diversity of consideration's to take into account when dealing with employees, each agency's personnel officer is the person who is trained to apply the appropriate factors to each situation and provide the most appropriate advice and guidance to agency staff.

The personnel officer is available to aid agency employees in establishing good and correct personnel policies before actions are taken. Many times personnel officers report they are not consulted until after some damage has been done and they encourage agency personnel to contact them to help implement sound and effective systems in order to avoid problems or to contact them when a problem arises, but before any action is taken.

The state personnel division staff remains available to respond to questions from agency employees, but very often must refer the inquiry back to the agency personnel officer to determine how an agency handles a situation.

By contacting the agency personnel officer initially, staff members will receive the specific response needed to address personnel issues in the agency.

GOVERNOR'S COMMITTEE TO CO-SPONSOR CONFERENCE

"Placing Disabled People in Real Jobs" is the theme of a statewide conference which will be co-sponsored by the Governor's Committee on Employment of the Handicapped and the Montana Association for Rehabilitation.

The conference is tentatively scheduled during National Employ the Handicapped Week, the first week in October, in Great Falls. Details will be available at a later date.

At its April 12 meeting, the GCEH members heard reports on topics including a new job training program, on efforts to publicize the work of the committee, and the possible use of volunteers by state agencies.

Committee members were briefed by Joanne Sullivan of the Department of Labor and Industry on the new Job Training Partnership Act, which replaces the Comprehensive Employment Training Act (CETA). The GCEH adopted a resolution to encourage and support efforts to assure that disabled persons receive full consideration for services under the new law.

In order to promote the Windmills training, details of a Key Person's Program were finalized. Governor's Committee members will each contact three employers per quarter and will identify other organizations which can assist in making the work of the GCEH known to employers. In conjunction with this effort, a brochure explaining the committee's role will be published.

A survey will be conducted to determine the need for or interest in having volunteers work in state agencies. Volunteering is seen as one method by which disabled persons may obtain work experience.

For other details on the GCEH, contact Barb Charlton at 449-3871. The next meeting will be July 12.

DON'T LIKE HOSPITALS?

Many surgical procedures of a minor nature can be performed right in the doctor's office. Remember, the surgical benefits payable under your group insurance plan will be the same as if you were hospital-confined. If your surgery requires hospitalization, ask your doctor about having pre-surgery tests before you go to the hospital to reduce costs and confinement time.

1983 SPRING WORKSHOP SCHEDULE
STATE PERSONNEL DIVISION

Date	Workshop	Time	Cost *
April 15	Sexual Harassment Prevention	10:00 a.m.-12:00 noon	$15.00
April 19	Orientation to Montana State Government for New Employees	1:00 p.m.-4:30 p.m.	$10.00
April 20	Affirmative Action in the Public Sector	8:30 a.m.-5:00 p.m.	$35.00
April 26	Application Supplements	1:30 p.m.-3:30 p.m.	$15.00
May 11	Assessing Training Needs	8:30 a.m.-4:30 p.m.	$35.00
May 12	Administering Personnel Policies for Supervisors	10:00 a.m.-12:00 noon	$15.00
May 19	How to Handle Discipline	8:30 a.m.-5:00 p.m.	$35.00
May 24	What Supervisors Need to Know About Classification	8:15 a.m.-11:15 a.m.	$20.00
May 25	Windmills	8:00 a.m.-12:00 noon	N/C
June 2	Performance Appraisal for the Supervisor	8:30 a.m.-5:00 p.m.	$35.00
June 7 - 9	Personnel Practices for Supervisors	8:30 a.m.-4:30 p.m.	$90.00
June 14	Developing Task Statements for Position Descriptions	9:00 a.m.-12:00 noon	$20.00
June 15-16	Dynamics of Management	8:15 a.m.-5:00 p.m.	$60.00
June 22	Designing and Conducting Training Programs	8:30 a.m.-5:00 p.m.	$35.00
June 23	Workshop Management Skills	9:00 a.m.-4:00 p.m.	$25.00
June 29	Windmills	8:00 a.m.-12:00 noon	N/C

* Group rates are available to agencies enrolling two or more employees in any workshop.

NOTE: All workshops scheduled by the Personnel Division spring quarter will be conducted in Room 136 of the Sam Mitchell Building.

REDUCING SIZE OF APPLICANT POOLS

The Central Training Section and State Personnel Division Topic of Training is presenting a workshop entitled Application Supplements. This workshop introduces a technique for screening a large number of job applicants down to a reasonable number to interview. Application supplements are quick and inexpensive and can enhance a selecting official's chances at choosing a successful applicant.

Date: April 26, 1983
Time: 1:30 p.m. - 3:30 p.m.
Location: Sam Mitchell Building, Room 159
Cost: $15.00 per participant
$10.00 per participant for agency sending 2-5 persons
$50.00 flat rate for agency sending 5-10 persons
Instructor: Pamela K. Wintrode, Selection Specialist
Employee Relations Bureau
Enrollment Deadline: None
Cancellation Deadline: April 20, 1983
Who Should Attend: Supervisors with a basic understanding of job analysis and its use in developing job-related selection procedures.

For further information or if you would like to enroll, call Linda Rickman or Jean Knight at 449-3871.

LEAVE WITHOUT PAY AND INCENTIVE AWARDS BILLS APPROVED

Governor Ted Schwinden has signed two personnel-related bills, as of the publication of this newsletter.

HB514, which was requested by the Personnel Network, removes the provision for accrual of additional sick and annual leave while an employee is taking leave of absence without pay. Currently employees accrue leave for the first 15 days of leave without pay. The change will become effective October 1.

SB205 continues the Employee Incentive Awards Program for two more years. It is effective July 1.

PERSONNEL REFERENCE

The following article on minimum qualifications is the fourth in a series of articles on selection techniques and other personnel-ralated matters which will be appearing in the Perspectives. You may wish to detach and save this article for future reference.

MINIMUM QUALIFICATIONS PREDICT ACCEPTABLE WORK PERFORMANCE

What vacancy announcement would be complete without a statement of minimum qualifications? Most often we express minimum qualifications as required years of education and experience, education and experience which we believe will provide the knowledge, skill, and ability to perform our job. Increasingly, attention is being focused on minimum qualifications because of the sometimes staggering numbers of candidates vying for our consideration. The temptation exists to raise our minimum requirements to limit the size of the applicant pools--a practice which is both unsound personnel management and vulnerable to legal challenge.

Let's look at what minimum qualifications represent. True minimums will predict acceptable work performance and will screen out only those applicants who could not possibly do the job. Borderline applicants should always receive the benefit of the doubt.

Minimum qualifications provide a quick and inexpensive way to remove applicants who appear definitely unable to perform the job. The following cautions apply, however:

- Because possession of minimum qualifications is usually determined from a review of the application form, we may not be able to assess all the qualities needed for successful job performance, for example, the ability to communicate.

- Applicants do not express themselves with the same level of clarity because of differences in verbal ability, attention to detail, and understanding of the form itself. If a position requires little or no writing skill, we risk screening out an applicant who could have performed the job but completed the application poorly.

- We as employers sometimes have difficulty maintaining accuracy and consistency in our evaluation of applications.

Abuse often occurs when minimum qualifications are set not to screen out obviously unqualified individuals but for other reasons such as:

- reducing the number of applicants.

- justifying the salary level.

- restricting competition.

- enhancing the prestige of the organization as in "All of our secretaries here have college degrees."

- restricting the employment of members of certain groups.

The importance of developing accurate minimum qualifications cannot be overemphasized. The federal guidelines as well as a growing body of case law make it clear that the application of minimum qualifications is a "test" in the same sense as an aptitude, a job knowledge, or a performance test. As many in personnel will recognize, this definition caries with it a requirement

to validate whereever the practice excludes a disproportionate number of a protected class such as minorities or women.

Requirements which are job related, which are critical to successful performance upon entry into a job are acceptable requirements. But be ready to show how you arrived at your necessary requirements. Although validation and job analysis strategies are beyond the scope of this article, the following points should be kept in mind:

- Identify critical tasks and the knowledges, skills, and abilities required to perform them.

- Identify those knowledges, skills, and abilities which will not be learned on the job but which must be present at entry.

- Involve people who are very familiar with the position, e.g. incumbents and supervisors.

- Keep written documentation of each step of your thought process.

- Allow as many alternate methods of obtaining the minimum qualifications as you can. (Specific degree requirements are often difficult to justify. Ask for completion of critical coursework instead and allow the substitution of experience for education whenever possible.

- The minimum qualifications listed on the Class Specifications are developed for classification and pay purposes. Although these are useful as a guide, it is your responsibility to establish that advertised qualifications are appropriate for each specific vacancy.

Beyond the EEO implications, it can make good management sense to hire lesser but minimally-qualified applicants. The cost of overqualified employees who become dissatisfied is reflected through absenteeism, accidents, high turnover, and sloppy work. By identifying true minimums, we enhance the chances of hiring employees who will find their work interesting and challenging.

Specialists from Personnel Division are available to answer questions or assist with specific situations involving job analysis or developing minimum qualifications. For additional information, contact Pam Wintrode at 449-3871.

NEXT: Using training and experience evaluation and application supplements to reduce the numbers in your applicant pool.

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MONTANA PERSONNEL PERSPECTIVES

Number 3
Volume III

May 1983

PERSONNEL-RELATED LEGISLATION RECAPPED

The following bills affecting personnel administration have been signed into law:

Four Personnel and Labor Relations Study Commission bills (SB 169 [Van Valkenburg], HB 157 [Driscoll], HB 201 [Addy] and HB 390[Addy]) described in the article on Study Commission Wraps Up.

HB 902 (Bardanouve) Establishing a State Employee Compensation Plan.

HB 902 establishes the State Pay Matrices providing a 3-3½% pay increase per year plus another $120 per year for insurance in addition to the current contribution. It also provides agencies with the flexibility to move funds from the first year of the biennium to the second year to offset the cost of the pay increases.

SB 425 (Regan) Directing the Department of Administration to work toward the goal of establishing a standard of equal pay for work of comparable worth and to report to the legislature on the status of that standard.

HB 749 (Hemsted) Permitting job sharing in state positions and encouraging its use to increase productivity and employment opportunities.

HB 514 (Spaeth) Prohibiting public employees from accruing annual and sick leave during any period of leave of absence without pay.

SB 205 (Eck) Extending the State Employee Incentive Program (award system for money saving suggestions).

HB 714 (Spaeth) An act to establish procedures to be followed by the Human Rights Commission in enforcing the Code of Fair Practice. (The procedures established are similar to those found in the Human Rights Act.)

HB 501 (Farris) To allow employers a limited defense against the prohibition against discrimination on the basis of marital status found in the Human Rights Act.

HB 668 (Brand) Increases the amount authorized for evening meal reimbursement for state employees and certain officials engaged in state business while away from their designated headquarters but within the state, from $7 to $8.

HB 455 (Norman) Authorizes the state to pay for state employees' participation in Part B of medicare, in certain cases, from the state contribution for group benefits.

HB 23 (Harper) Provides an ad hoc cost-of-living increase in service and disability retirement allowances and survivorship allowances for members of PERS and their beneficiaries.

HB 846 (Brand) Expands prohibitions against political coercion of public employees and political activities of public employees.

Two Personnel Related Joint Resolutions were also passed:

HJR 41 (Williams) Calling for an interim study of Montana's Preference Laws for veterans, their spouses and dependents and disabled civilians.

This resolution was adopted after defeat of the three Veterans Preference bills--SB 179 (Mazurek), HB 377 (Eck) and HB 378 (Brand)--to provide a vehicle for future resolution of the long standing ambiguities in the Veteran's Preference Laws, including the questions raised by the Crabtree decision on the kind of preference required. This is one of numerous resolutions from which only a few will be selected for actual study. The legislative members are currently being polled and a decision will be made at the June 13 meeting of the Legislative Council.

HJR 30 (Menahan) Urging state executive, legislative and judicial agencies to give preference to Montana citizens when filling state jobs.

Defeated bills of interest included:

HB 309 (Bardanouve) Originally a study commission bill, to establish a uniform state employee grievance process. (It was defeated on the third reading in the Senate after passing the House. HJR 46 calling for an interim study of the state employee grievance process was also defeated).

HB 817 (Winslow) Authorizing the Department of Administration to develop and administer a pay-for-performance bonus program. (Killed on second reading in the House.)

HB 163 (Winslow) A study commission bill, requiring public employees and labor organizations to attempt to resolve disputes through mediation before taking concerted action and providing a 120-hour (5-day) notice of concerted action. (Killed in committee.)

SB 92 (Van Valkenburg) Authorizing injunctive relief against a strike by public employees which poses imminent danger to the health, safety, and welfare of the public and requiring an employer who obtains such an injunction to submit to final-offer binding arbitration. (Tabled in committee.)

HB 754 (McBride) Prohibiting denial of reasonable parenting leave for the parents of a newborn or newly adopted child. (Killed in the House on the second reading.)

HB 569 (Jan Brown) Permitting employees to pool a portion of their sick leave and draw on the pool in the event of extended absence due to accident or illness. (Tabled in committee.)

HB 623 (Driscoll) Prohibiting retaliation against an employee by an employer because the employee filed a complaint or participated in proceedings under law. (Killed in committee.)

HB 149 (Seibert) Prohibiting use of Social Security numbers by public agencies except under certain circumstances. (Killed in committee.)

SB 154 (Keating) Clarifying the nature of the grandfather protection provided in the CBPEA. (Killed in committee.)

Most of the remaining 14 recommendations requiring no legislative action are being administratively implemented. The most significant of these are:

Recommendation 1: Calling for legislative briefings on the conduct of pre-budget collective bargaining, earlier introduction of the employee pay bill and joint efforts by the Office of the Legislative Fiscal Analyst, Office of Budget and Program Planning and Department of Administration to establish a reliable system to calculate the cost of negotiated settlements. (These steps were implemented to the degree possible during this last sessions pre-budget negotiations.)

Recommendation 15: Calling for enhancement of the classification system through the introduction of quantitative methods using existing staff. (The planning phase of the Classification Enhancement Project is currently under way and will include comparable worth considerations as required by SB 425.)

Recommendations 18-23: Calling for measures to improve the state's recruitment and selection programs. Cooperative training with the Job Service and Personnel Division has already begun.

Most of these are being implemented at this time.

Other recommendations requiring only administrative action will be implemented as resources allow.

PERSONNEL AND LABOR RELATIONS STUDY COMMISSION WRAPS UP

Although the Personnel and Labor Relations Study Commission is officially in existence through June 30, the work of the Commission is completed. The staff has been disbanded and a complete set of records has been sent to the Historical Museum Archives.

Of the 33 recommendations made by the Study Commission, 19 required legislative action. Eleven pieces of Study Commission legislation were introduced to implement 11 of these 19 recommendations; five more recommendations were included in two bills introduced by other organizations, and the remaining three were budget requests requiring special appropriations.

Four of the 11 bills drafted by the commission passed and have been signed by the Governor. These were: SB 169 (Van Valkenburg) authorizing the Board of Personnel Appeals staff to conduct investigations and dismiss unmeritorious unfair labor practice changes subject to a final ruling by the full board on appeal; HB 157 (Driscoll) granting each party to an unfair labor practice proceeding a one time disqualification (without cause) of the hearings officer designated by the Board of Personnel Appeals; HB 201 (Addy) clarifying the time requirement for a final Board of Personnel Appeals decision on an unfair labor practice charge; and HB 390 (Addy) amending the Collective Bargaining for Nurses Act to make it more consistent with the broader Collective Bargaining for Public Employees Act.

All three of the recommended appropriations were made. Two FTE's were funded for development of a management training program in the Personnel Division. Partial funds were provided for Board of Personnel Appeals staff training in mediation and for completion of an index of Board of Personnel Appeals cases. Plans are currently under way to staff the management training function.

1983 AFFIRMATIVE ACTION PROCESS UNDERWAY

The 1983 Affirmative Action Process is now well underway with the distribution of applicant flow and Qualified Utilization Analysis information.

EEO unit staff will be working with each executive branch agency over the next six weeks to update affirmative action plans for the next year.

PAYROLL/PERSONNEL/POSITION CONTROL SYSTEM COURSES OFFERED

Upon request the P/P/P Coordinator is offering half day courses for non data processing personnel such as fiscal managers and personnel officers on the use and access of the P/P/P system. No prior computer exposure is necessary. You will learn how to use a terminal to run programs that have been written and are available in "cy0350.agylib.pgm", the library of existing programs available to agencies. You will also learn how to use the on line query capability to look directly into the database. If your agency has a computer terminal and you would like to learn how to use it and obtain management reports yourself without having to work through the data processing bureau in your agency or if you don't have a data processing bureau, call Richard Hall, 449-3174. There is no charge for the class.

COOPERATIVE TRAINING PRESENTED

The Job Service and the State Personnel Division have begun a cooperative training program which is designed to fine tune selection interviewers skills and familiarize them with such procedures as application supplements and training and experience evaluations.

Job Service Staff from Helena, Butte, Bozeman, Anaconda, Dillon and Lewistown have so far attended the training which will be given to staff of all Job Service offices statewide.

PERFORMANCE OF DEFERRED COMPENSATION OPTIONS
AS OF MAR. 31, 1983

Fund	Type of Fund	Percent Asset Value Change in Last 3 Months	Percent Asset Value Change in Last 6 Months	Percent Asset Value Change in Last Year	Percent Asset Value Change in Last 5 Years (Yearly Average)	Percent Asset Value Change in Last 10 Years (Yearly Average)
Deferred Compensation Plan Options:						
1. Fixed annuity-money invested before January 1, 1981	Guaranteed rate of return - Long-term commitments	2.2	4.4	9.0	8.2	INA**
2. Fixed annuity-money invested after January 1, 1981	Guaranteed rate of return - Long-term commitments	3.1	6.2	12.5	INA*	INA*
3. Nationwide Fund	Income Stocks	7.1	22.9	32.0	13.3	7.9**
4. Seligman Growth Fund	Growth Stocks	10.5	39.3	52.9	21.9	8.8**
5. Putnam Investors	Growth Stocks	12.2	39.1	60.9	26.0	10.7**
6. Massachusetts Investors Growth Stock Fund	Growth Stocks	11.2	33.6	48.9	24.6	8.0**
7. Mutual Investing Money Market Fund	Short-term debt instruments	1.8	3.9	10.2	INA*	INA*
8. Massachusetts Financial High Income Trust Fund	High-income producing bonds	13.4	26.6	52.2	INA*	INA*
9. Massachusetts Capital Development Fund	Higher-risk growth stocks	12.3	46.3	66.4	37.6*	22.6*
Market Indicators:						
1. U.S. Consumer Price Index	Measure of price changes	0.3	0.1	3.7	9.1	8.5
2. Dow Jones Industrial Average+	Industrial stocks	8.0	26.1	37.3	10.4	3.6
3. Dow Jones Bond Avg.+	Bonds	5.2	14.1	28.3	- 2.3	- 0.7
4. Money Market Funds as published in the Wall Street Journal	Short-term debt instruments	2.0	4.1	10.8	INA	INA

+Does not include realized interest or dividend income

INA - Information used to compute this statistic is not available.
* - This option was not available to state employees before 1/1/81
** - This option was not available to state employees before 1/1/76

CONSULTANT PROVIDES ASSISTANCE TO THE CLASSIFICATION ENHANCEMENT PROJECT

Robert Fredlund, a Classification Consultant with a non-profit consulting firm specializing in services to the public sector (Public Administration Services, McLean, Virginia), spent the week of April 25 with the Classification Bureau Staff. Mr. Fredlund provided technical assistance in the development and implementation of a point factoring job evaluation system.

This type of quantitative classification system is used by the federal government and increasingly by other states. Point factoring job evaluation methodology is being carefully evaluated for use in the Montana system because it has the attractive features of any quantitative methodology--greater rigor in the decision making process--plus the additional advantage of being in the public sector domain. It has already been tested in several public jurisdictions and resource materials are readily available at limited cost.

Topics covered during the week included: basic principles of job evaluation and the current "State of the Art"; steps for the development, implementation and use of point factoring job evaluation methods; development of a comparable worth standard appropriate to Montana's situation, and the probable impact of a new job evaluation methodology on overall state management, including fiscal impact, the impact on employee relations, and training needs.

Mr. Fredlund has extensive classification and personnel management experience both with the federal government and a number of state and local government jurisdictions.

The classification enhancement project officially began on May 1st and is in the preliminary planning stage.

For additional information please contact Joyce Brown, Project Director, 449-3871.

HEALTH FAIR

The Health Fair will run from 10:00 a.m. to 2:00 p.m. on Friday, May 27th in the Capitol Rotunda. In addition to the speakers listed, the Lewis and Clark County Health Department will do blood pressure screening, the Lung Association will do pulmonary tests and the Diabetes Association will offer screening. Displays and booths will be presented by the Highway Traffic Safety Commission, Montana State Employer Group Data, Blue Cross, the Dental Association, the American Cancer Society, and the Heart Association. There will be a Governor's Cup sign-up booth, as well as a demonstration and samples of vegetarian cooking by Geri Brusett.

Persons attending any Health Promotion Week event will be able to register for a drawing to be held Friday at the Health Fair. Some prizes include bread from the Sweetgrass Bakery, a discount on a purchase from the Base Camp, free passes to use YMCA facilities, and club memberships without initiation fees at Capitol Courts.

The following list of speakers is scheduled for the Health Fair at the Rotunda:

11:00 Heidi Goldman - "HEALTHY BACK"
11:00 Mike Stevenson - "ASSERTIVENESS AS A STRESS MANAGEMENT TECHNIQUE"
11:30 Mary Kay Bennett - "EXERCISE FOR HEALTH"
11:30 John Downs - "STRESS MANAGEMENT"
12:00 Cindy Brown - "FOOD FOR YOUR HEALTH"
12:00 Mary Chronister - "WORKING WOMEN AND STRESS"
12:30 Beck Newell - "DANCE FITNESS INJURIES"
12:30 Louise Salo - "EATING ON THE RUN"

For additional information about Health Promotion Week, contact Mike Arnold at 449-3871.

HEALTH PROMOTION WEEK SET - MAY 23-27

Brown bag luncheon speakers on fitness, stress and weight loss, blood pressure screening, pulmonary function tests, film strips and a health fair are all planned for Health Promotion Week, May 23-27.

The following events are scheduled:

Blood Pressure Screenings

Day	Location	Time
Monday, May 23	Room C-209, Cogswell Building	9:30 a.m. - 3:00 p.m.
Wednesday, May 25	Room 319, Scott Hart Building	9:30 a.m. - 3:00 p.m.
Friday, May 27	Capitol Rotunda	10:00 a.m. - 2:00 p.m.

Brown Bag Sessions

Day	Topic/Speaker	Location/Time
Monday, May 23	"Everyday Stresses" John VanHassle	Room C-209 Cogswell Building Noon - 1:00 p.m.
Tuesday, May 24	"Weight Loss" Alane Smith	SRS Auditorium Noon - 1:00 p.m.
	"Fitness" Linda Morrison	Scott Hart Auditorium Noon - 1:00 p.m.
Wednesday, May 25	"Fitness" Bill Schneider	SRS Auditorium Noon - 1:00 p.m.
Thursday, May 26	"Stress" John Vestre	Room C-209 Cogswell Building Noon - 1:00 p.m.

NEW SPECIFICATIONS FOR CLERICAL CLASSES

The Classification Bureau recently sent out for review draft specifications for a number of clerical classes. With these new specifications the Bureau is planning to consolidate some existing classes and change the titles of others. The following list shows the new specifications and the titles being consolidated or changed.

New Titles	Current Titles
Clerk, File I & II	Clerk, File, I, II, III & IV
Receptionist	Receptionist I, II & III
Clerk, Office I & II	Clerk, General Office I & II
Clerk, Administrative I, II & III	Clerk, General Office III, IV & V
Typist I, II & III	Clerk, Typist I, II, III & IV
Stenographer I, II & III	Stenographer Clerk, I, II & III Stenographer, Medical I & II Stenographer, Legal I & II
Secretary, Medical	Secretary, Medical I & II

New specifications were also drafted for the Secretary, Administrative Secretary and Legal Secretary series but no changes in the titles or structure of these series will be made.

A meeting of agency personnel officers and the Classification Bureau Staff was held on May 16th to discuss the new specifications. Copies of the specifications are available from your agency personnel officer.

COMMENT DEADLINE EXTENDED ON SEXUAL HARASSMENT RULES

Testimony from eight persons was presented at the May 10th public hearing on the proposed sexual harassment rules.

Due to the snowstorm May 9th and 10th, several persons who had planned to testify were unable to attend the hearing. To accommodate their desire to comment, the deadline for written comments has been extended untill 5 p.m., Tuesday, May 24th. Comments should be directed to Dennis M. Taylor, Administrator, Personnel Division.

TRAINING FOR THE TRAINERS

The Central Training Section, State Personnel Division is presenting two workshops in June directed toward persons involved in training, Designing and Conducting Training Programs and Workshop Management Skills.

Designing and Conducting Training Programs

Date: June 22, 1983
Time: 8:30 a.m. - 5:00 p.m.
Location: Sam Mitchell Building, Room 136

Once training needs have been identified, the trainer's task is to design and deliver a training program tailored to meet those needs. This workshop will enable trainers to develop the skills to design appropriate training programs and to be sensitive to the individual needs of training participants. A variety of learning theories and models will be explored, and participants will have an opportunity to apply the concepts presented to a training design of their own choosing. Five areas of trainer competency are reviewed:

- Understanding the behavior of adult learners.
- Creating learning environments that are supportive and stimulating.
- Formulating learning results that reflect program objectives and individual expectations.
- Selecting and sequencing learning activities to achieve planned results.
- Facilitating on-the-job application of learning.

Cost:* $35.00

Instructor: Judy Schill, Staff Development Specialist
Employee Relations Bureau

Enrollment Deadline: None

Cancellation Deadline: June 15, 1983

Who Should Attend: Personnel responsible for designing and providing training.

NOTE: Participation in the workshop Assessing Training Needs on May 23, 1983, would be helpful to participants in Designing and Conducting Training Programs but is not required.

*Group rates are available to agencies enrolling two or more employees in any workshop.

For further information or if you would like to enroll, call Linda Rickman or Jean Knight at 449-3871.

Workshop Management Skills

Date: June 23, 1983
Time: 9:00 a.m. - 4:00 p.m.
Location: Sam Mitchell Building, Room 136

This workshop is designed to provide participants with the skills required to organize and support training workshops, conferences, and seminars. Topics include: workshop planning, conference leadership skills, workshop leadership, maintaining time frames, audio-visual aids, selecting appropriate locations, coordinating registrations, promoting the training activity, and evaluating effectiveness.

Cost:* $25.00

Instructor: Jim Nys, EEO Coordinator
Employee Relations Bureau

Enrollment Deadline: None

Cancellation Deadline: June 17, 1983

Who Should Attend: Persons responsible for organizing and supporting training workshops, conferences, and seminars.

*Group rates are available to agencies enrolling two or more employees in any workshop.

For further information or if you would like to enroll, call Linda Rickman or Jean Knight at 449-3871.

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MONTANA PERSONNEL PERSPECTIVES

Number 4
Volume III

June 1983

[redacted]
PERSPECTIVES

APPROXIMATELY 500 PEOPLE ATTENDED THE HEALTH FAIR

An estimated 500 participants attended the Health Fair on May 27. Blood pressure screening was done for 360 persons during Health Promotion Week, May 23-27, and the Health Fair. Of that number, 62 persons were found to be hyperten- sive. The state group is consistently running at a 17% hypertensive rate since the program began in May of 1982. The national rate and Montana rate are 20%.

Sixty-one employees attended five brown bag sessions on stress, fitness, and weight loss during the week.

Participants in the Fair included Lewis and Clark County hypertension screening, health food recipes and samples, and class sign-ups.

The Montana Chiropractic Association was represented by Mike Pardis, who offered a posture analysis.

Displays and informal brochures were provided by the Highway Traffic Safety Department, the Montana Lung Association, Cancer Association, Heart Association, and Blue Cross.

The Montana Diabetes Association offered diabetes tests.

Information from St. Peter's Hospital Health Education program and the Governor's Cup was also available.

During the Fair, thirty-minute speakers included: Heidi Goldman--"Healthy Back"; Mike Stevenson--"Assertiveness as a Stress Management Technique"; Mary Kay Bennett--"Exercise for Health"; John Downs--"Stress Management"; Cindy Brown--"Food for Your Health"; Mary Chronister--"Working Women and Stress"; Beck Newell--"Dance Fitness Injuries"; and Louise Salo--"Eating on the Run."

For further information, please contact Mike Arnold at 449-3871.

EEO COORDINATOR APPOINTED TO NIFEE

Jim Nys, EEO Coordinator in the State Personnel Division, has been elected to the board of the National Institute for Employment Equity (NIFEE). NIFEE is an organization of public and private sector personnel professionals who work in the field of EEO or affirmative action. NIFEE operates as an informational source and network for organizations and was originally created under a federal grant from the U. S. Office of Personnel Management. Nys was also appointed to the education committee at the recent convention held in Newport, Rhode Island. Summaries of the workshops are available from him in the Personnel Division, 449-3871.

TRAINING GROUP ORGANIZES

To improve the coordination and cooperation of training activities among state agencies, a state agency training network has been formed by and for employees who have training as part of their job duties.

According to the group's purpose statement, "It is the intent of the agencies, working together, to reduce and minimize training costs and meet employee training needs in a timely manner."

The group lists five objectives:

1. Facilitate exchange of information between state agencies concerning training, development efforts, and sources of assistance and information.

2. Eliminate work duplication in development and presentation.

3. Identify mutual training needs and develop an annual or bi-annual training course schedule based on these needs.

4. Coordinate and provide on-site training at field locations insofar as possible.

5. Share information concerning updated educational methods, technology, and equipment.

For further information or to be placed on the group's mailing list, contact Debi Flentie, Department of Revenue, 449-3438.

STAFF CHANGES

Effective July 5th, Gale Kuglin and Barbara Charlton will begin job sharing the Policy Development Coordinator position in the Personnel Division. Ms. Kuglin will be working in the mornings and Ms. Charlton in the afternoons daily. Ms. Charlton will also continue to act as Handicapped Employment Coordinator until approximately September.

In other staff changes, Administrative Aide Holly Peterson has resigned. She will attend Montana State University in the fall. Jean Knight is now the Administrative Aide for the Employee Relations Bureau.

ANNUAL EEO MEETING TENTATIVELY SCHEDULED

Preliminary arrangements are being made for the annual meeting of EEO/Affirmative Action officers. This years meeting is tentatively scheduled for early October and will feature an expanded range of subjects in the areas of EEO in Education or Higher Education settings, changes to the Montana Human Rights Act, a litigation seminar for attorney's and other subjects. The EEO unit welcomes ideas from any interested person on subjects that might be included in the training. This years workshop will be open to any personnel professional, public or private, who wishes to attend. For further information, contact Jim Nys, 449-3871.

Courses

Two training courses in uses of the Payroll/Personnel/Position Control System will be offered through Central Payroll Division and the State Personnel Division.

One course will deal with systems access for non-data processers and is designed for management personnel. Participants will gain the ability to obtain a range of financial and personnel management reports at their convenience, using their agencies' terminals. They should also develop a working relationship with computer in this course for small groups. The course lasts one-half day and there is no charge.

The second course is a one-day workshop on using the P/P/P database, scheduled July 15. The workshop is designed for persons familiar with CULPRIT and will provide an introduction to the structure of P/P/P, the content of specific records, and methods for data retrieval. The course is offered at no charge.

For further information about the content of these courses, contact Richard Hall, 449-3174, or Jeff Harriott, 449-3871. To register for a course, contact Jean Knight at 449-3871.

Addition to the CULPRIT Library of Reports

Two new programs have been added to the library of programs available to users of the system.

Autopos. The program does not create a report. It is an easy method of arranging for automatic budget adjustments to be made for either a whole agency, a specific program, or a group of position numbers. Contact Mr. Harriott, 449-3871, or Mr. Hall, 449-3174, to use this program.

NMSAL. This program lists all active and inactive employees in your agency in alphabetical order with their annual base salary.

These and other programs are in 'CYO350AGYLIBPGM,' the agency program library.

Performance Notification Report

This report is being produced monthly. If an agency is not receiving it, it is because the agency has not input the next review date for its employees.

Agency User Group

This group is currently evaluating several new reports in the position control and personnel area. Comments may be requested in the near future. Ideas for new reports or improving existing reports should be directed to Mr. Hall, 449-3173.

Personnel Turnaround Document

This form is being redesigned to make it more readable and useable as an input form. The bulk of these documents will continue to contain salary change data, but will not be created unless there are other personnel data changes. This should reduce the output to a more workable and meaningful volume.

SEVEN POLICIES REISSUED IN NEW FORMAT

Seven policies which currently appear in the Montana Operations Manual, Volume III, in the old outline format are being reissued to manual holders in the new modified rule format.

The content of the policies being distributed has not changed; only the physical format of these policies is now different. These policies are being reissued at this time because the Personnel Division has no immediate plans to revise the policies.

The policies are:

3-0101 - Adoption of Personnel Policy
3-0150 - Moving and Relocation Expenses
3-0190 - Education and Training
3-0220 - Alternate Work Schedules
3-0322 - Jury Duty and Witness Leave
3-0325 - Holidays and Holiday Pay
3-0520 - Decedent's Warrants

Other policies in the old outline format in the MOM will be issued in the new format as they are revised.

For further information, contact your agency personnel officer.

STATE EMPLOYEE GROUP BENEFITS ADVISORY COUNCIL TO MEET

The decision on who will administer the state health and dental program will be made after those companies given final consideration present their proposals during the State Employee Group Benefit Advisory Council meeting scheduled for June 23 and 24.

Finalists will be chosen by the Advisory Council from those submitting bids on June 16. Those finalists will be notified for the June 23 and 24 meeting.

Anyone wishing to hear the presentations on June 23 and 24 is welcome to attend the meeting. Times have not yet been determined. For further information, contact Mike Arnold at 449-3871.

NEW WORKSHOPS ADDED TO SUMMER TRAINING SCHEDULE

Several new workshops have been added to the next quarter's schedule. Costs of the workshops are listed on the complete quarter's training schedule which follows. New workshops include:

TECHNIQUES OF EFFECTIVE PUBLIC SPEAKING

Dates: July 11, 1983 August 1, 1983
July 18, 1983 August 8, 1983
July 25, 1983 Meets Monday afternoons for five weeks
Time: 1:15 - 3:30
Location: Sam Mitchell Building, Room 136.
Instructor: Jim Nys

This highly participatory workshop will present techniques and teach skills that will allow the participants to feel more confident and relaxed in situations where they must speak to groups of people. Some of the specific areas to be covered will include:

- -- Organization of Speeches.
- -- Use of Gestures.
- -- Voice Variety.
- -- Proper use of Language in Speaking.
- -- Audience Analysis.

Participants will be expected to prepare a brief project each week and deliver it to the other group members. Enrollment limited to 12 participants.

BASIC EEO AND AFFIRMATIVE ACTION

Date: July 20, 1983.
Time: 8:30 - 5:00
Location: Sam Mitchell Building, Room 136.
Instructor: Jim Nys

This workshop is designed for managers, supervisors, personnel officers or anyone else who would like a basic knowledge of what Equal Employment Opportunity and Affirmative Action are and how to apply the concepts. Specific issues to be covered will include:

- -- The legal foundation for EEO and Affirmative Action.
- -- Basic elements of an Affirmative Action plan.
- -- What "unlawful employment discrimination" is.
- -- When Affirmative Action is justified/required.
- -- The employer's responsibilities to accommodate.
- -- Special issues: EEO and preference laws, compliance procedures, court actions.
- -- How to reduce your liability.

MINIMUM QUALIFICATIONS

Date: August 3, 1983.
Time: 8:30 - 11:30
Location: Sam Mitchell Building, Room 136.
Instructors: Pam Wintrode and Barb Charlton

This workshop will focus on the role of minimum qualifications in the selection process. The discussion will include the use and abuse of minimum qualifications, reducing the adverse impact of minimum qualifications, and some practical experiences in writing MQ's. Participants will learn how to ensure that minimum qualifications are realistic for disabled applicants and how accommodations can take place through job restructuring.

CONDUCTING EFFECTIVE BOARD/STAFF MEETINGS

Date: September 8, 1983.
Time: 8:30 - 4:30
Location: Sam Mitchell Building, Room 136.
Instructor: Jim Nys

This workshop is designed for managers or board members who conduct business in staff or board meetings. The course will introduce the participants to the meeting planning process, the role of the presiding officer and basic rules of order. After attending, participants should be able to plan shorter, more effective business meetings.

TIME MANAGEMENT FOR SUPPORT STAFF

Date: September 20, 1983.
Time: 8:30 - 11:30
Location: Sam Mitchell Building, Room 136.
Instructor: Linda Rickman

This workshop is designed to assist clerical/support staff in making better use of their time. Specific areas to be covered will include:

-- Getting rid of the backlog.

-- Developing a time policy.

-- Schedule your activities.

-- Organize yourself and your office.

For further information or to register for a workshop, please contact Linda Rickman or Judy Schill at 449-3871.

1983 SUMMER WORKSHOP SCHEDULE
STATE PERSONNEL DIVISION

Date	Workshop	Time	Cost *
July 7	Sexual Harassment Prevention	10:00 - 12:00	$15.00
July 11, 18, 25, August 1, and 8	Techniques of Effective Public Speaking (meets every Monday for five weeks)	1:15 - 3:30	$55.00
July 13	Orientation To Montana State Government For New Employees	1:00 - 4:30	$10.00
July 14	What Supervisors Need to Know About Classification	8:30 - 11:30	$20.00
July 20	Basic EEO and Affirmative Action	8:30 - 5:00	$35.00
August 3	Minimum Qualifications	8:30 - 11:30	$20.00
August 9	Sexual Harassment Prevention	9:00 - 11:00	$15.00
August 11	Performance Appraisal For The Supervisor	8:30 - 5:00	$35.00
August 17	Application Supplements	8:30 - 10:30	$15.00
August 23	Assessing Training Needs	8:30 - 4:30	$35.00
August 31	How to Handle Discipline	8:30 - 5:00	$35.00
September 1	Workshop Management Skills	9:00 - 4:00	$25.00
September 7	Developing Task Statements For Position Descriptions	9:00 - 12:00	$20.00
September 8	Conducting Effective Board/Staff Meetings	8:30 - 4:30	$35.00
September 13	Interviewing--Foundation For Effective Hiring	9:00 - 4:00	$25.00
September 15	Designing and Conducting Training Programs	8:30 - 5:00	$35.00
September 20	Time Management For Support Staff	8:30 - 11:30	$20.00
September 21 and 22	Dynamics of Management	8:15 - 5:00	$60.00
September 27 28 and 29	Personnel Practices For Supervisors	8:30 - 4:30	$90.00

* Group rates are available to agencies enrolling two or more employees in any workshop.

NOTE: All workshops scheduled by the Personnel Division summer quarter will be conducted in Room 136 of the Sam Mitchell Building except for Personnel Practices for Supervisors on September 27-29, which will be in Room C-209, Cogswell Building.

INCENTIVE AWARDS PROGRAM BENEFITS AGENCIES, EMPLOYEES

Rewards such as improved communications, increased job interest, enhanced productivity and reduced costs are realized by agencies which encourage employees to submit ideas to the State Employee Incentive Awards Program. This program offers managers another way to recognize the achievements of employees.

In its first active year, the Incentive Awards Program awarded state employees nearly $2,000 for ideas which provided an estimated net first-year savings to the state of $178,000.

Posters promoting the program and brochures explaining details and various benefits will be available soon.

For more information contact Joe Michaud or Denise Boyett at 449-3871.

POLICY TASK FORCES BEGIN WORK

Task forces made up of personnel representatives from various agencies have begun work on revision and development of seven state personnel policies.

The task forces will meet during the summer in lieu of a regular Personnel Network meeting. The Personnel Network will meet again in the fall to discuss the results of the task force work.

Task forces currently in operation and their members are:

Grievances - Jean Moffatt, Phil Salzwedel, Caro Gerber, Ray Spiroff, Linda Rickman and Gale Kuglin (coordinator).

Glossary - Jean Moffatt, Marilyn D'Arcy and Gale Kuglin (coordinator).

Selection - Eric Trimble, Howard Hammer, Debbie Liedle, Linda Rickman and Pam Wintrode (coordinator).

Recruitment - Meg Arnold, Mary Evans, Jean Bond, Linda Rickman and Pam Wintrode (coordinator).

Discipline Handling - Russ McDonald, Jack Stuart, Mark Cress and Gale Kuglin (coordinator).

Disability Leave - Marilyn D'Arcy, Lana Loughrie, Dan Strizic, Barb Charlton (coordinator).

Performance Appraisal - Howard Hammer, Mike Arnold, Butch Weedon, Mark Cress and Gale Kuglin (coordinator).

For more information, contact any of the task force members.

PERFORMANCE APPRAISAL STUDY BEGINS

Beginning this month the State Personnel Division will conduct a study of the Montana Performance Appraisal System and its use within state government. The goal of the study is to identify strengths and weaknesses in the procedures used to implement and maintain the system.

The initial step will involve mailing questionnaires to identify persons experienced with the Montana Performance Appraisal System. A sample of those managers who have used the system will be selected for in-depth interviews. Their recommendations will be analyzed and reported in the Personnel Perspectives sometime this fall. Questions may be directed to Pam Wintrode or Linda Rickman at 449-3871.

GCEH MEMBER APPOINTED TO THE NATIONAL COUNCIL ON THE HANDICAPPED

R. Budd Gould officially accepted his appointment to the National Council on the Handicapped at the President's Committee on Employment of the Handicapped meeting on May 4. His appointment was confirmed by the U. S. Senate on April 28, and President Reagan officially appointed him to the Council on April 29.

Mr. Gould is the first disabled person from the state of Montana to be appointed to the National Council. His term will run until September, 1985.

The National Council was established by the 1978 amendments to the Rehabilitation Act of 1973. The Council is required to review and evaluate federal government policies and programs that affect disabled people. It also establishes general policy for and reviews the operation of the National Institute of Handicapped Research.

Mr. Gould is also a member of the Montana Governor's Committee on Employment of the Handicapped. The next meeting of the Montana GCEH is scheduled for July 12, in room 104, Capitol Building.

Some of the issues scheduled for discussion are: a summary of the annual training conference and meeting of the PCEH Task Force updates, and a discussion of the committee role and structure effective January, 1984. The meeting is open to the public.

If you have questions or need further information, contact Barb Charlton at 449-3871.

PERSONNEL REFERENCE

The following article on Application Supplements is the fifth in a series of articles on selection techniques and other personnel-related matters which will be appearing in the Perspectives. You may wish to detach and save this article for future reference. Also a workshop is being offered on Application Supplements, August 17, from 8:30-10:30. The cost is $15.00 per participant. You may enroll by calling 449-3871.

APPLICATION SUPPLEMENTS

A recent article in Personnel Perspectives discussed the importance of giving job applicants the benefit of the doubt when assessing minimum qualifications. However, as anyone who has filled a vacancy recently realizes, this practice can yield a considerable number of applications which require further processing.

How do we decide which applicants will be invited to interview for the position? Traditionally, managers have reviewed applications and resumes in an attempt to identify those applicants best qualified for a specific job. This process is often difficult, time-consuming, and may not be a very accurate method of selecting those applicants who would perform best on the job. This problem arises in part because applicants often have only a vague notion of the requirements for a specific position. Without guidelines, applicants are unable to relate their qualifications to the most important aspects of the position. Lacking specific information, managers are often forced to make decisions based on rough indications of what the applicant has done. Job titles, degrees, number of years experience, and salary give us some idea of what was done but very little of how well.

Application supplements and training and experience evaluations provide a relatively inexpensive and quick way to screen from a large number of applicants to a smaller number who will then be administered more valid procedures such as performance exams or structured interviews. An application supplement provides formal guidelines which the applicants must use to describe the knowledges, skills, and abilities they have acquired through training and prior experience. All applicants share in an understanding of the requirements of the position and in an opportunity to demonstrate their qualifications. Managers appreciate the fact that all applicant responses are similarly structured. Key information can be reviewed quickly. An initial determination about the absence or presence of critical knowledges or skills can be made rapidly without sorting through reams of irrelevant resumes. No second-guessing about the duties and responsibilities an applicant has performed means increased objectivity.

A training and experience evaluation is simply a rating guide which is used to evaluate the application supplement. Model responses are described for each of the areas queried on the application supplement.

As with any other selection procedure, a job analysis is the essential starting point. Persons who are intimately familiar with the position must be involved. Managers who have used application supplements, however, maintain strongly that few hours spent at the front end are saved many times over throughout the selection process.

In addition to identifying better qualified applicants, the use of an application supplement provides other benefits both to managers and to applicants:

-- Applicants have a better understanding of the requirements of a position and are more likely to screen themselves if they do not qualify.

-- Applicants who are not seriously interested in a position are less likely to take the time to complete the application process.

-- Applicants are more likely to feel that they are being evaluated on job-related qualities rather than on subjective qualities such as personality or "contacts."

Technical assistance in developing application supplements is available from the Personnel Division. Contact Pam Wintrode at 449-3871.

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MONTANA PERSONNEL PERSPECTIVES

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July 1983

PUBLIC HEARINGS SCHEDULED ON VETERAN'S PREFERENCE PROPOSED RULES

Two public hearings have been scheduled on the proposed rules for the administration of Veteran's and Handicapped Civilian's Preference. The first hearing is scheduled at 9 a.m. Friday, August 19, 1983 in the SRS auditorium, Helena. The second hearing is scheduled at 7 p.m. Thursday, August 25 in the Parmly Billings Library, first floor meeting room, 510 N. Broadway, Billings.

Interested persons may make written comments until August 26, to Personnel Division Administrator Dennis M. Taylor.

The proposed rules closely parallel interim guidelines issued July 6 to assist state agencies in administering the Veteran's and Handicapped Civilian's Preference Act, in light of a recent Supreme Court ruling requiring public employers to give absolute preference in hiring to persons who are eligible under the state's preference law.

"A conservative approach is being taken to the interpretation of this decision and, at this time, it will only be applied to initial appointment, which is addressed by the Crabtree decision," Taylor said.

The guidelines are an interim measure which agencies may use until the Department of Administration can adopt formal rules on administration of the preference law.

"The public hearings will give everyone interested in this issue an opportunity to comment on the rules as they are proposed," Taylor said. "Adopting rules will help insure that all state agencies use a consistent approach when applying the preference. Just issuing guidelines would permit wider discrepancies in applying the preference and probably would encourage litigation."

Eligibility for the preference; how to document eligibility, including residency, establishing disability, and spousal or dependent relationships; selecting from among preferred persons in a pool of applicants; and types of selection procedures which should be used to determine if an applicant has "business capacity, competency and education," to perform the work, all are topics which are addressed by the proposed rules.

The June 16 decision of the Montana Supreme Court in Crabtree v. Montana State Library alters the historical interpretation of the employment preference law. Prior to the decision, the preference has been applied by state hiring authorities as a relative preference which means it was used as a tie breaker when applicants were "substantially equal."

Taylor explained that the Supreme Court decision requires the state and other public hiring authorities to extend the preference to new hire selections as an entitlement. If applicants with a preference meet the "business capacity, competency and education" standards as defined by the hiring authority, then the applicant entitled to the preference must be selected for the job.

The change from a relative preference to an absolute preference required several changes in the state's current hiring practices, Taylor said.

"The preference law says that eligible persons who have 'business capacity, competency and education' to perform the duties of a job must be preferred for employment. Agencies will have to meet common sense standards of good selection practice in the future, but they should not set standards designed to exclude protected persons," Taylor said.

Taylor has been designated to coordinate any litigation involving state hiring authorities which may arise because of the Crabtree decision. He said wherever an employment action has been challenged or the agency anticipates a challenge, the person who currently holds the job should be notified in writing of the challenge.

If the agency ultimately must consider its action and the person is removed from the position, that person will be treated as though he had been laid off under the state's reduction in force rules, Taylor explained.

Copies of the proposed rules are available from agency personnel officers or by contacting the State Personnel Division. For further information, contact the Division at 449-3871.

SEXUAL HARASSMENT RULES EFFECTIVE

Sexually harassing a state employee will be a violation of state policy which could result in discharge of the harasser under new rules which became effective July 15.

Personnel Division Administrator Dennis M. Taylor said the Department of Administration is adopting the rules at the direction of Governor Ted Schwinden to demonstrate the administration's commitment to providing a working environment for all state employees which is free of discrimination. Sexual harassment already is a form of sex discrimination which is illegal under state and federal law.

The rules require each executive branch agency head to adopt a policy statement prohibiting sexual harassment in the agency and to establish an internal complaint procedure for receiving and investigating complaints of sexual harassment from employees. The rules also provide that when an employee is found to have engaged in sexual harassment, the harasser is subject to disciplinary action, up to and including discharge.

The rules were the subject of numerous written comments and testimony from labor organizations, women's groups and individual employees. Taylor said, "This was an unusual policy to work on because many people objected to specific parts of the proposed rules, which is typical, but they would end their comments by commending the Governor for taking the initiative and addressing this issue."

"The Governor's Executive Order on sexual harassment says this is 'one form of discrimination that undermines the integrity of the employment relationship,

lowers morale, interferes with productivity and adversely affects the careers of state employees.' These are all important reasons for the state as an employer to reaffirm that this type of behavior will not be tolerated," Taylor said.

In addition to adopting a state policy on sexual harassment, the Governor also directed the Personnel Division to offer training to state employees on sexual harassment prevention. More than 3,000 employees have attended the Division's training and some agencies are providing training to their own employees.

The state Constitution provides for the "individual dignity" for all citizens of Montana. Taylor said, "Sexual harassment is an attack on individual dignity that we are pledged to eliminate."

STAFF CHANGES

Jayne Mitchell has been selected as the new staff attorney assigned to the Personnel Division. She will begin work July 27. She can be reached at the Department of Administration Insurance and Legal Division, telephone 449-2421.

John Tompkins, assistant professor of political science at the University of Montana, is working with the Personnel Division as a consultant until August 12. He is working on the classification enhancement project and on the performance appraisal evaluation project.

The Division's summer intern is Hank Hudson, a master's in public administration student at Montana State University. He is also working on the performance appraisal project and on the study of employee assistance programs. They can both be reached at 449-3871.

Meg Arnold has resigned effective July 14. She is moving to Baltimore, MD.

GCEH TO INITIATE "KEY EMPLOYERS' PROGRAM"

During August, the Montana Governor's Committee on Employment for the Handicapped will be initiating a "Key Employers' Program" involving face-to-face contacts with three key employers each quarter.

Each GCEH committee member or representative will meet with or personally contact three key employers in various locations in Montana. The purpose of the meetings will be to discuss the goals and objectives of the GCEH, promote the Windmills Program, and encourage public and private employers to affirmatively recruit and employ persons with disabilities.

Employers who participate in the program will receive a certificate for display in their organization.

Representatives from the State Vocational Rehabilitation Division, Job Service, and other organizations representing disabled people will also be participating in the program.

This program will be discussed along with other issues at the next GCEH meeting scheduled for 9:30 a.m. on July 27 in Room 104, Capitol Building.

For additional information, contact Barb Charlton, 449-3871.

MERIT COUNCIL APPLIES PREFERENCE TO PROMOTIONS

The Merit System Council voted 2 to 1 that in their opinion the Veteran's and Handicapped Civilians Preference applies to promotions and layoffs, as well as in initial hiring. The Council's decision was based on evidence submitted to them in Department of Labor and Industry appeals in November, 1982, and not on the recent Supreme Court decision granting absolute preference. The Council stated that the vote represented their interpretation of the Veteran's and Handicapped Civilian's Preference Law.

The Merit System Council also adopted the remainder of the State Personnel Division's Interim Guidelines for the Administration of the Veteran's and Handicapped Civilian's Preference for Merit System agencies to follow until new rules are in place. Many of the Merit System rules are in conflict with the Supreme Court's decision in Crabtree.

Merit System agency personnel and the State Personnel Division staff are in the process of revising all Merit System rules. New proposed rules will be presented to the Council at their July 28 meeting. The Council meeting will be held in the Personnel Division conference room (No. 136) at 9:00 a.m.

For further information, please contact Linda Rickman at 449-3871.

LEGAL UPDATE

Discriminatory intent as well as effect must be shown to obtain compensatory relief under Title VI of the Civil Rights Act of 1964, according to a recent U. S. Supreme Court decision.

By so ruling the court said that without the showing of intent to discriminate, Title VI offers only declaratory and limited injunctive relief to victims of discrimination. This ruling sets a tougher standard than that necessary to receive compensatory relief under Title VII of the same act.

Title VI is "Spending Power Legislation." Where an employer voluntarily accepts federal aid (s)he must take it on the conditions offered. Title VII is general legislation which applies to all employers of 15 or more, public or private. (Guardians vs. New York).

In other action, the Ninth Circuit Court of Appeals has rejected an appeal by the County of Los Angeles to an EEOC-filed age discrimination suit. The county has a practice of rejecting all applicants for sheriff's deputy and helicopter pilots who are over the age of 35.

The County had sought to invoke the generally recognized use of age as a BFOQ in public safety occupations and justified it in part on economic reasons and difficulty in predicting heart problems.

The Court noted that there were readily available tests that were 99% accurate in the short run in predicting cardiac difficulty. Additionally the fact that older persons hired will become unfit after fewer years of service than workers initially hired at a younger age and will provide less than optimal returns on training, was not a BFDQ, and was in fact one of the targets of the age discrimination act.

For more information, contact Jim Nys, EEO Coordinator, 449-3871.

PAY PLAN RULES CHANGES SUMMARIZED

Changes in the Pay Plan rules were effective July 9. Major changes involve pay for employees above step 13 and computing longevity for seasonal employees.

Under the new rules, employees paid salaries above step 13 of their assigned grade are no longer provided any salary increases other than five-year longevity increments. Previously, these employees could have received the same absolute pay increases, excluding step increases, as those applied to step 13 employees. When the salaries of employees paid above step 13 are finally reduced to step 13 the employee may then be eligible for pay adjustments to the classified matrix and for step increases.

The former rules suggested terminating seasonal employees to be rehired at step one at the start of the next season or providing seasonal employees with continuing employment status and annual step increases on their anniversary dates. The new rules expand this list to include the option to terminate seasonal employees and then rehire them next season at an advanced step determined by the accumulation of actual service time. Only seasonal employees are affected by this change.

To comply with new statutes, the Pay Rules now allow pro-rated insurance contributions for "job-sharing" employees only.

Other language changes were made to clarify former rule provisions that may have been unclear in the past. For example, receiving agencies may set the salaries of transferring employees at step two or any other step up to, but not greater than, the step held by the employee prior to the transfer.

The rules also have been reformatted to the modified rule format.

For further information on pay rule changes, contact Joe Michaud, 449-3871.

WORKSHOPS EXPANDED TO INCLUDE PREFERENCE ACT INFORMATION

The August 3 workshop on Minimum Qualifications and the August 17 workshop on Application Supplements have been expanded to include information concerning the Supreme Court decision of absolute preference in the Veteran's and Handicapped Civilian's Preference Act. See the 1983 summer workshop schedule on page 6 of this newsletter for time, place and cost of the workshops. There are changes in time and cost from those listed in the quarterly schedule.

For further information about the courses or to enroll, please call Linda Rickman or Jean Knight at 449-3871.

1983 SUMMER WORKSHOP SCHEDULE
STATE PERSONNEL DIVISION

Date	Workshop	Time	Cost *
August 3	Minimum Qualifications	8:00 - 12:00	$25.00
August 9	Sexual Harassment Prevention	9:00 - 11:00	$15.00
August 11	Performance Appraisal for the Supervisor	8:30 - 5:00	$35.00
August 17	Application Supplements	8:00 - 12:00	$25.00
August 23	Assessing Training Needs	8:30 - 4:30	$35.00
August 31	How to Handle Discipline	8:30 - 5:00	$35.00
September 1	Workshop Management Skills	9:00 - 4:00	$25.00
September 7	Developing Task Statements for Position Descriptions	9:00 - 12:00	$20.00
September 8	Conducting Effective Board/Staff Meetings	8:30 - 4:30	$35.00
September 13	Interviewing - Foundation for Effective Hiring	9:00 - 4:00	$25.00
September 15	Designing and Conducting Training Programs	8:30 - 5:00	$35.00
September 20	Time Management for Support Staff	8:30 - 11:30	$20.00
September 27 28 and 29	Personnel Practices for Supervisors	8:30 - 4:30	$90.00
October 19 and 20	Dynamics of Management	8:15 - 5:00	$60.00

* Group rates are available to agencies enrolling two or more employees in any workshop.

Note: All workshops scheduled by the Personnel Division summer quarter will be conducted in Room 136 of the Sam Mitchell Building except for - Personnel Practices for Supervisors on September 27-29, which will be in Room C-209, Cogswell Building.

INSURANCE CHANGES ANNOUNCED

Effective September 1, the state employee health and dental plan will be self-insured. Payment of claims will be administered by Mutual of Omaha from its Portland, Oregon office. Mutual of Omaha is the company selected to handle claims for state employees at the June meeting of the Employee Group Benefits Advisory Council. The other finalists were Northwestern Life Insurance Company and Montana Physicians' Service.

Self insurance means the liability for paying claims is the state's and not an insurance company's. Premiums may rise based on the amount the state must pay out in claims.

To keep premiums down, employees are urged to use the medical delivery system only when necessary. In addition, the state Personnel Division administers the health promotion program known as Well, Well, Well, which provides ways individuals can improve their general health.

Claims by state employees which are submitted through August 31 will be submitted to and paid by Blue Cross of Montana. After September 1, Mutual of Omaha will process claims.

There will be no change in coverage currently provided. The state's contribution of $90 in 1983-84 and $100 in 1984-85 will cover any increase in rates. It appears there will be a larger difference between the cost of the core plan for the employer and the state's contribution. This means an employee may be able to increase life insurance coverage or use more of the difference to offset the cost of dependent coverage.

For further information contact Rod Sundsted, 449-5614, or Mike Arnold, 449-3871.

CLASSIFICATION RULES REVISED

The Classification Rules (MOM III 3-0401) have been revised. Revisions include: criteria for delegating classification authority, increasing the number of exempt employees with the Public Service Commission, clarification of the use and role of the requirements section of class specifications and clarification of effective dates for employees pay affected by classification changes.

The rules also have been reformatted and renumbered to reflect the administrative rules style.

Copies of the revised rules will be available from agency personnel officers or the Personnel Division.

CLASSIFICATION AUTHORITY DELEGATED TO MSU

The process which began last year to delegate classification authority to state agencies is progressing to another phase. Montana State University is being given expanded authority to process classification actions. Beginning this month the University will have the authority to make and implement classification decisions without prior approval of the Classification Bureau. This authority is limited to the classes that the University has previously used and with which they have experience.

In the next few months other agencies will be contacted to solicit their participation in the delegation process.

Contact John McEwen, 449-3871, with questions about the delegation process.

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MONTANA PERSONNEL PERSPECTIVES

No. 6
Volume III

August 1983

EMPLOYEE ASSISTANCE TASK FORCE INITIATED

On July 29, the Employee Assistance Program Task Force held their first meeting. Topics discussed at this initial meeting were past Employee Assistance Programs in Montana, the key components of successful programs, and alternatives which the task force will be considering.

Task force members are: Mark Cress, Barb Charlton, Hank Hudson, Personnel Division; Phil Salzwedel, Department of Revenue; Candis Compton, Department of Justice; Laurie Ekanger, Department of Administration; Dan Anderson, Department of Institutions; and Dave Stitler, MPEA.

Employee Assistance Programs traditionally assist employees who have behavioral/medical disorders which are causing work-related problems. These programs also assist supervisors in dealing with troubled employees.

The Personnel Labor Relations Study Commission recommended that this task force work on two goals. The first is to develop an interim plan to provide information and training within present resources to assist supervisors in dealing with employee assistance problems. The task force will also aid in preparing a detailed Employee Assistance Proposal with justification for consideration by the 1985 legislature.

The task force will meet again August 22 to discuss interim plan options. For questions or comments, please contact Barb Charlton at 449-3871.

POLICY ACTION UPDATE

Activity on revision and development of personnel rules has continued through the summer via the task force and rule adoption process.

1. Veteran's and Handicapped Civilian's Preference Proposed Rules.

   Two public hearings are scheduled on these rules. The first was in Helena, August 19 and the second is scheduled at 7 P.M. Thursday, August 25 in the Parmly Billings Library in Billings. Interested persons may also submit written comments to Personnel Division Administrator, Dennis M. Taylor, until August 26, 1983.

2. Sick Leave.

   The sick leave rules will be amended to reflect changes in 2-18-618, MCA, the statute provides sick leave. Effective

October 1, 1983 sick leave will accrue based on hours in a pay status only. Employees no longer will accrue leave while in a leave without pay status. The same change will apply to annual leave accrual. However, the annual leave rules will be amended at a later date.

3. Discipline Handling.

   Following work by a task force, a new draft of the discipline handling policy has been distributed for comment. Interested persons may comment until September 2, 1983 on this draft.

4. Glossary.

   The glossary is being developed as a guide. Following work by a task force, the glossary has been distributed for a final review and comment period. The glossary will not be adopted as administrative rule.

5. Disability Leave and Performance Appraisal.

   Drafts of these policies have been distributed to task force members for comment. Following review by the task forces, the policies will be distributed generally for comment.

To obtain copies of policies which have been distributed generally for comment, contact your agency personnel officer.

GCEH AND MAR TO CO-SPONSOR STATE CONFERENCE ON EMPLOYING PERSONS WITH DISABILITIES

A 1½ day state conference on Employment of the Handicapped is planned for October 5 - 6, 1983 at the Sheraton Inn, Great Falls, Montana. The conference is being co-sponsored by the Governor's Committee on Employment for the Handicapped and Montana Association for Rehabilitation.

The conference will begin at 1:00 P.M. on Wednesday, October 5 with programs scheduled to familiarize participants with the MAR and GCEH organizations and current employment issues, program activities and problem areas. At 8:00 A.M. Thursday, October 6, 1983 a 4 - hour Windmills Training Program will be presented to participants.

Ralph Lang, a representative from the National Alliance of Businesses will present the "core session" entitled "The Personnel Connection" at 1:30 P.M. Thursday, October 6, 1983. Mr. Lang will discuss some innovative approaches used by businesses in Colorado which resulted in employment opportunities for the disabled. A dinner and dance will conclude the conference.

Public and private employers, disabled people, organizations representing disabled people, job service representatives, and rehabilitation counselors from throughout the state are being invited to attend.

Registration costs are $45.00 for 2 - days and $35.00 for attendance at 1 - day.

This conference should prove to be a beneficial means of developing appropriate contacts to enhance the employment of disabled individuals and to resolve questions employers have surrounding employing persons with disabilities.

For further information or a registration form, please contact Barb Charlton, at 449-3871.

STATE EMPLOYEES GROUP BENEFITS PLAN SELF INSURED EFFECTIVE SEPTEMBER 1

Beginning September 1, 1983, the health and dental portions of the State Employee Group Benefits Plan will be self-insured. All income generated by State contributions and employee premium payments will be held by the State and deposited as needed into a bank account from which claims are paid. This allows the State the advantage of earning interest on the income as well as realizing savings by contracting with an insurance carrier for administrative services only.

Mutual of Omaha has been selected to provide claim payment services for the health and dental plans for State Employees. Claims incurred September 1 or after will be submitted to and processed by Mutual of Omaha's Portland office. Toll free numbers for customer service will be provided.

No benefit changes have been made. The State group plan will continue to offer the same coverages as during the past contract year with Blue Cross. However, participants will have a new deductible to satisfy beginning September 1, 1983.

By moving to a self-insured plan, the State group assumes more risk than it has in past years. If claims continue at the present level, the group will be in a position to keep premium costs down and perhaps add more benefits in the future. If claims exceed expected levels, the reverse would likely happen.

Cost-containment procedures such as coordination of benefits with other group plans and limiting payment to "usual, customary, and reasonable" charges help to keep claim costs down. The health promotion activities sponsored by the Employee Benefits Bureau represent an effort to create a healthier group of participants. The final responsibility for the success of the self-insured plan, however, rests with the employees and their wise use of benefits.

For more information, call Mike Arnold at 449-3871.

NEW STATE TRAINING PROGRAM DIRECTOR SELECTED

Jim Burgess, formerly with the Department of Institutions, has been selected as the new Training Program Director within the State Personnel Division. Beginning August 29, Jim Burgess will head up the central training section and will be responsible for developing a new managerial/supervisory training program. This program is planned to be operational by July 1, 1984. The program will include a catalogue of managerial courses which will be offered over a one year to eighteen month cycle. The courses will be designed to provide how-to-skills specific to management in state government.

For further information on the program, call Mark Cress, 449-3871.

CHANGE IN TRAINING SCHEDULE

The workshop Dynamics of Management has been rescheduled from September 21 and 22 to October 19 and 20. The time and place will remain the same.

Date: October 19 and 20, 1983
Time: 8:15 - 5:00
Location: Sam Mitchell Building, Room 136

This seminar addresses concerns which affect the roles and effectiveness of managers and supervisors daily. Among the topics the instructor will discuss are:

- -- The Purpose of a Supervisor - characteristics of well-managed work units, the duties of a supervisor, effective management styles, and professional relationships.
- -- Determining Policy - setting and defining goals with objectives, and establishing procedures.
- -- Planning - developing work plans and time frames.
- -- Delegation - reaching goals through the use of job descriptions and performance appraisals.
- -- Administrative Support - maintaining the effort to reach goals through the use of personnel, and public relations.

Cost: $60.00

Instructor; T. Gary Curtis, Administrator
Job Service and Training Division
Department of Labor and Industry

Enrollment Deadline: None.

Cancellation Deadline: October 15, 1983.

Who Should Attend: Managers and Supervisors

UPDATE: DELEGATION OF CLASSIFICATION AUTHORITY

Delegation is progressing towards its goal of eventually turning over the classification of positions to all State agencies. There are three phases in this process:

Phase I Agencies are given the responsibility for submitting effective recommendations for the classification or reclassification of positions to the Classification Bureau Chief. These recommendations must be accompanied by a summary of an analysis and evaluation, i.e. audit notes, specification comparisons and position comparisons. The purpose of this phase is to give the Personnel Officer a chance to work without the assistance or direct supervision of a Bureau classification specialist and to learn to perform and document classification activities. Since the Bureau Chief is the only one reviewing the work, the net effect is that the agency personnel officer's work is treated like a Bureau classification specialist's work.

Phase II Agencies are given the authority to decide and implement classification actions without prior review by the Bureau. The kinds of

action allowed would be limited to the allocation of positions to classes that the agency already uses. Other actions would be sent to the Classification Bureau Chief as in Phase I.

Phase III Agencies are given the authority to allocate positions to any class in the system without prior review by the Bureau. In this phase the agency would be assuming total allocation authority and be subject only to post audit review and the appeals process.

To date, the following agencies are involved in delegation:

	Phase I	Phase II	Phase III
University of Montana	X		
Montana State University		X	
S.R.S.	X		
Administration	X		

Contact John McEwen, 449-3871, with questions about the delegation process.

GOVERNOR DESIGNATES SEPTEMBER SAVINGS BOND MONTH

Governor Schwinden has again designated September as "Savings Bond Month." Two very important and exciting changes to the Savings Bond program were made by Congress effective November 1, 1982. The marketability of U.S. Savings Bonds is now drastically different from the familiar "E" or "EE" bond with its fixed rate of interest if held to maturity.

The first change increases the yield on the bonds so their yield will be no less than 85% of the average on five-year Treasury marketable securities. This return will be realized on all new and outstanding bonds held at least five years. There is no upper limit to how much the bonds can earn.

Second, bonds now have a guaranteed minimum base rate of 7.5% to protect bondholders from downward risk.

Standard features of the savings Bond program remain unchanged.

1. The state payroll system will accommodate payroll deductions as small as $5.00 per month.

2. Taxes can be deferred until you cash in the bonds.

3. As registered securities, bonds will be replaced if lost, destroyed or stolen.

4. Multiple bonds may be purchased through the Payroll Savings Plan.

5. Bonds are not subject to probate, providing ready cash in time of need.

6. Bonds can be purchased for half of their face value. Bonds are redeemable after six months; or, hold on to them and

they will continue to earn interest and grow in value.

7. The money set aside for children's education expenses can go further when participants take advantage of the tax savings which bonds offer.

The 1983 drive is being organized similar to the 1982 drive, with the exception that an intense public relations and training effort will be made to explain the important Congressional changes to the bond program.

Agency coordinators have now been identified (listed below). Through these coordinators and their canvassers, every employee will be contacted with information on the bond program.

Training sessions are scheduled for the coordinators and canvassers the week of August 22 - 26 in eight Montana cities.

If there are any questions, please contact the agency coordinator or Sheryl Motl at 449-2032.

AGENCY COORDINATORS

NAME	DEPARTMENT
Karen Berger	Legislative Auditor's Office
Cliff Roessner	Legislative Fiscal Analyst's Office
Bonnie Albiston	Legislative Council
Patty Harris	Supreme Court
Joe Maronick	Labor: Centralized Services Division
Ann MacIntyre	Labor: Human Rights Division
Jennifer Jacobson	Labor: Personnel Appeals Division
Debbie Liedle	Labor: Workers' Compensation Division
Sara Parker	Montana State Library
Nell Johnson	Livestock: Centralized Services
William McCrea	Warm Springs State Hospital
Tom Dolan	Boulder River School and Hospital
Laura Bird	Public Service Commission
	Centralized Services Division
Gene Hoffman	Department of Highways
Connie Hyde	Center for the Aged
Jacki Wrigg	Comm. of Higher Education
	Montana University System
Jo-Anne Mussulman	Montana Arts Council
Karen Ballard	Revenue: Centralized Services
Ron Brown	SRS: Centralized Services Division
Jan Kruger	Eastmont Human Services Center
Mel Hallauer	Montana Historical Society
Lynda Brown	University of Montana
Renee Murphy	DNRC: Centralized Services
Kristine Roby	Advisory Council for Vocational Education

NAME	DEPARTMENT
Lynnette Green	Montana Veterans' Home
Archie Sutton	Eastern Montana College
Rae McDonald	Department of Agriculture
Joyce Thompson	Office of Public Instruction
Karen Anderson	Swan River Youth Forest Camp
Katie Walker	Montana State Prison
Mr. Jody May	Montana State University Director of Payroll
Maggie Johnson	Department of State Lands
Howard Hammer	Justice: Central Services
Dorothy Seymour	Western Montana College
Gaile Dreher	Department of Military Affairs Disaster and Emergency Services
Gail Broadwater	Department of Institutions Management Services Division
Miral Gamradt	School for the Deaf and Blind
Debbie Horton	Fish, Wildlife & Parks: Payroll
Mary Jo Murray	Governor's Office Management & Accounting Division
Earleen "Skeeter" Schwochow	State Auditor's Office Administrative Division
Debbie Loendorf	Mountain View School
Bruce Haddala	Fire Services Training School
Blake Running	Commissioner of Political Practices
Joanne Stevens	Secretary of State's Office
Aileen Sather	Northern Montana College
Patricia Laney	Pine Hills School
John Nugent	Montana College of Mineral Science and Technology
Glenna McClure	Department of Health and Environmental Sciences
Laurie McCarthy	Department of Commerce Centralized Services
Barb Kain	Department of Administration Centralized Services

STATE PERSONNEL DIVISION
1983 FALL WORKSHOP SCHEDULE

PLEASE NOTE CHANGES.

Date	Workshop	Time	Cost*
September 1	Workshop Management Skills	9:00 - 4:00	$25.00
September 7	Developing Task Statements for Position Descriptions	9:00 - 12:00	$20.00
September 8	Conducting Effective Board/Staff Meetings	8:30 - 4:30	$35.00
September 13	Interviewing-Foundation for Effective Hiring	9:00 - 4:00	$25.00
September 15	Designing and Conducting Training Programs	8:30 - 5:00	$35.00
September 20	Time Management for Support Staff	8:30 - 11:30	$20.00
September 27, 28 and 29	Personnel Practices for Supervisors	8:30 - 4:30	$90.00
October 19 and 20	Dynamics of Management	8:15 - 5:00	$60.00

* Group rates are available to agencies enrolling two or more employees in any workshop.

NOTE: All workshops scheduled by the Personnel Division fall quarter will be conducted in Room 136 of the Sam Mitchell Building except for Personnel Practices for Supervisors on September 27-29, which will be in Room C-209, Cogswell Building.

PERFORMANCE OF DEFERRED COMPENSATION OPTIONS
AS OF JUNE 30, 1983

Fund	Type of Fund	Percent Asset Value Change in Last 3 Months	Percent Asset Value Change in Last 6 Months	Percent Asset Value Change in Last Year	Percent Asset Value Change in Last 2 Years (Yearly Average)	Percent Asset Value Change in Last 7 Years (Yearly Average)
Deferred Compensation Plan Options:						
1. Fixed annuity-money invested before January 1, 1981	Guaranteed rate of return - Long-term commitments	2.2	4.4	8.9	8.8	8.1
2. Fixed annuity-money invested after January 1, 1981	Guaranteed rate of return - Long-term commitments	3.0	6.0	12.3	12.0	INA*
3. Nationwide Fund	Income Stocks	6.1	13.7	41.4	17.4	8.4
4. Seligman Growth Fund	Growth Stocks	13.0	24.9	75.8	29.2	17.6
5. Putnam Investors	Growth Stocks	7.0	20.1	71.8	28.8	18.6
6. Massachusetts Investors Growth Stock Fund	Growth Stocks	10.7	23.1	64.1	26.2	16.9
7. Mutual Investing Money Market Fund	Short-term debt instruments	1.8	3.6	8.7	11.6	INA*
8. Massachusetts Financial High Income Trust Fund	High-income producing bonds	8.4	22.9	59.2	33.0	INA*
9. Massachusetts Capital Development Fund	Aggressive Growth Stocks	17.3	31.7	90.1	40.0	34.2*
Market Indicators:						
1. U.S. Consumer Price Index	Measure of price changes	1.4	1.8	2.4	4.6	8.3
2. Dow Jones Industrial Average+	Industrial stocks	8.1	16.8	50.1	16.6	5.1
3. Dow Jones Bond Avg.+	Bonds	-1.2	3.9	26.5	11.2	-1.3
4. Money Market Funds as published in the Wall Street Journal	Short-term debt instruments	2.0	4.0	9.5	12.0	INA

+Does not include realized interest or dividend income.

INA - Information used to compute this statistic is not available.
* - This option was not available to state employees before 1/1/81

The above information does not represent any particular participant's investment experience nor does it represent future fund performances.

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MONTANA PERSONNEL PERSPECTIVES

Number 7
Volume III

September 1983

PREFERENCE RULES EFFECTIVE SEPTEMBER 30, 1983

Rules to administer the Veteran's and Disabled Civilian's Preference for state agencies have been adopted by the Department of Administration and will be effective September 30.

The rules were adopted with minor changes following two public hearing and a comment period. The rules provide that application of the preference is to initial appointment only. Comment was split on this issue, with persons representing women's and labor organizations supporting restriction to initial appointment, while persons representing veterans' or disabled persons' organizations opposing the restriction.

The rules cover eligibility for the preference, how to document eligibility, including residency, establishing disability and spousal or dependent relationships; selecting from among preferred persons in a pool of applicants; and types of selection procedures which must be used to determine if an applicant has "business capacity, competency and education", to perform the work.

Specific changes include:

1. Clarification of definitions of "disabled veteran" and "dependent" and a new definition of "student", to be used in conjunction with the definition of dependent.
2. Clarification of the scoring procedure for adding points.
3. Clarification of initial appointment.
4. Inclusion of affirmative action goals in the ranking of preferred persons.

The rules should be distributed to Montana Operations Manual, Volume III holders by early October.

Questions should be directed to the Employee Relations Bureau, 449-3871.

JOB SHARING BILL EFFECTIVE OCTOBER 1, 1983

A bill approved by the 1983 Legislature to "foster, develop, and promote job sharing in agencies" becomes effective October 1.

The new statutory provisions define job sharing as "the sharing by two or more persons of a position that is considered an aggregate or permanent position." The intent is to permit job sharing in positions when it is done to

maintain or increase efficiency in positions and as a means of promoting increased productivity and employment opportunities.

All benefits, including the state share contribution for group insurance will be pro-rated for the partners in a job share. Employees classified as permanent part-time who work more than 20 hours per week will continue to receive the full share of group insurance and the new law prohibits incumbents from being reclassified to job sharing status.

Current employees may request that their positions be considered for job sharing; however, job sharing may not be actively pursued to replace a current full-time employee.

For further information, contact the Employee Relations Bureau, 449-3871.

LEAVE ACCRUAL BILL EFFECTIVE OCTOBER 1, 1983

Amendments which eliminate the accrual of sick leave and annual vacation leave during the first 15 days of leave of absence without pay become effective October 1. The 1983 Legislature approved the change, which was made at the request of the Department of Administration, on behalf of the Personnel Network.

The department has noticed for adoption amendments to the Sick Leave Policy, which reflect the legislative change. The same provision will apply to the Annual Leave Policy, although that policy will be amended at a later time.

For further information, contact the Employee Relations Bureau, 449-3871.

STAFF CHANGES

Lana Loughrie has moved from her position as Administrative Assistant, dealing with the state's group benefits program, to a Personnel Specialist position in the Classification Bureau. Denise Boyett has assumed Ms. Loughrie's duties with the insurance benefits program. They may both be reached at 449-3871.

ANNUAL EEO CONFERENCE SCHEDULED IN OCTOBER

A variety of topics of interest to public employers, educators and private business is scheduled for the annual EEO Conference October 20 and 21 in Helena.

Tentatively scheduled for October 20 are sessions on Merit Employment and Absolute Veterans' Preference, chaired by Dr. Krishna K. Tummala, Director of the Master's in Public Administration Program, Montana State University, and on Affirmative Action and Collective Bargaining, chaired by Rod Sundsted, Chief of the Labor Relations and Employee Benefits Bureau, Personnel Division.

On October 21, there will be workshops on Sec. 504, conducted by William Farrell of the U. S. Office of Education, and a concurrent workshop on prevention of sexual harassment. A panel composed of a representative of the Office of Education, Archie Sutton of Eastern Montana College, and Dr. Zee Giraldo of Montana State University will discuss Title IX. A concurrent panel composed of Joyce Brown and Eric Trimble of the Personnel Division will discuss Comparable Worth.

A Windmills demonstration, presentation on Native American Cultural Values and Employment by Louie Clayborne, the Governor's Coordinator on Indian Affairs, and a closing roundtable will complete the second day.

The conference is open to anyone who is interested in attending. There is no registration fee, but pre-registration is encouraged and the conference will be limited to 125 attendees.

For further information, contact Jim Nys, 449-3871.

'THE PERSONNEL CONNECTION' IN GREAT FALLS, OCTOBER 5 - 6, 1983

Invitations and registration forms have been distributed for the State Conference co-sponsored by the Governor's Committee on Employment for the Handicapped and the Montana Association for Rehabilitation (MAR).

The objective of the conference is to bring together the respective concerns of employers, counselors, and disabled individuals to refine "the personnel connection."

The conference is scheduled for October 5 - 6 at the Sheraton Inn, 400 10th Avenue, Great Falls, MT. The registration fee is $45.00 for October 5 - 6 and $35.00 for October 6. Lt. Governor George Turman will address the conference at 2:30 p.m. on October 5. The keynote speaker, Ralph Lange, of the National Alliance of Businesses, will discuss a job placement program he spearheaded in Larimer County, Colorado.

For questions or a registration form, contact Barb Charlton at 449-3871.

EMPLOYEE ASSISTANCE TASK FORCE CONTINUES WORK

A listing of private service providers in major Montana cities who are available to deal with employee personal problems is being prepared as a result of work by the Employee Assistance Task Force.

The task force met August 22, to review a draft list of Helena providers and decided to expand the list to cover Great Falls, Billings, Missoula, Butte, Kalispell and Bozeman. The listings will provide state personnel officers and supervisors with a resource to use when dealing with employee assistance problems. This listing should be available by November.

The Task Force also discussed strategies for an interim Employee Assistance Program and reviewed the draft policies on Performance Appraisal and Discipline Handling, as they relate to employee assistance.

For further information, contact Barb Charlton at 449-3871.

MUTUAL ADMINISTERS BENEFITS PROGRAM

As of September 1, Mutual of Omaha began to administer payment of medical and dental claims for state employees. There have been no major changes in coverage. Benefits will continue as in the past contract year; however, participants have a new deductible as of September 1.

The most important change in the benefits program involves funding. As of September 1, the state health and dental plans are self-insured. All income generated by state contribution and employee premium payments will be held by the state and deposited into a bank account from which claims are paid.

By moving to a self-insured plan, the State group assumes more risk than it has in past years. If claims continue at the present level, the group will be in a position to keep premium costs down and perhaps add more benefits in the future. If claims exceed expected levels, the reverse would likely happen.

Cost-containment procedures such as coordination of benefits with other group plans and limiting payment to "usual, customary, and reasonable" charges help to keep claim costs down. The health promotion activities sponsored by the Employee Benefits Bureau represent an effort to create a healthier group of participants. The final responsibility for the success of the self-insured plan, however, rests with the employees and their wise use of benefits.

For more information, call Mike Arnold at 449-3871.

WELL, WELL, WELL

September 29, 1983, is the date set for the stay Well, Well, Well program to begin for the Boulder River School and Hospital state employees.

Screening for hypertension, diabetes, vision and hearing will be provided from 9:00 a.m. to 4:00 p.m. in the school cafeteria. Health Risk Appraisals will be given to those wanting to learn the effect lifestyle has on good health. Interest questionnaires will be provided to those wanting to participate in the program. Based upon the questionnaires future classes will be set up.

For further information, contact Mike Arnold at 449-3871.

P/P/P UPDATE

One of the purposes of the Payroll/Personnel/Position Control system is to provide relevant personal services, financial and personnel information and to make this data directly available to agency management.

For the system to be relevant to an agency, the system must contain the raw data and must have it arranged in such a way as to meet the agency's needs. P/P/P Coordinator Richard Hall relies on agency input to provide him with guidance on how to achieve this goal. He would like input in the following areas.

1. What data should be in the system?
2. How can this data be best collected, particularly in initial input?
3. What additional reports or changes to existing reports would agencies like to see?

Hall says his biggest problem seems to be convincing agencies that they do have a say in how the system operates and in what the agency can get out of the system. He is soliciting agency suggestions on the system, which may be acted on immediately or which may be referred to the P/P/P User Group for consideration.

Hall may be contacted at 449-3174, to discuss suggestions or requests related to the P/P/P system.

Courses Offered

Any agency can access the P/P/P data base directly at its convenience. To encourage agencies to use this feature of the P/P/P system, classes on how to access the database using CULPRIT reports or on-line query are being offered. The courses are presented on request, usually to four participants.

Participants learn to use a terminal, use on-line query, and run CULPRIT reports that have already been written for agencies. Some 20 reports are now available and more are being added weekly. Most cost only a few dollars to run and do not need the involvement of a programmer. Agencies which do not have a terminal may have reports run for them.

A course for programmers on how to best access the database also is offered.

Contact Richard Hall, 449-3174, for information on either of these courses and on the P/P/P programs currently available.

Programs Available

The following P/P/P programs currently are available for agency use by accessing 'CY0350.AGYLIB.PGM.'

Address	A simple listing of employees names and addresses in alphabetic order
AGYFREQ	The agency frequency listing of classes and positions. This is produced statewide once a year. This lets an agency run it at the agency's convenience.
ALLPOS	A list of all position numbers existing on the database for an agency. Helps avoid duplication.
AUTOPOS	Several programs designed to allow an agency to do automatic budget adjustments for all, or selected groups of agency positions.
BRTHDT	4 programs are available to list agency employees' birthdays for a given month or all employees and for the whole agency or a specific pay location.
BUDGFTE	Lists the total authorized positions in each program..
CLASSRPT	Lists all classifications with grade information.
CULPPP1	Lists positions with incumbent information and DWC Codes and Rates.
LONG	2 programs giving employee longevity dates and increments. One for all employees; the other for upcoming dates.
POSBUDG	Lists all positions with their budgets in a transaction format to allow easy method of placing all or selected positions into control variables.
SALAD	Produces small file cards containing employee salary history, merit longevity and hire dates. In both name order and merit date order.
TERM19	List all employees terminated for a specific reason or number of reasons.
YTDEXP	For specific employees gives their expenditure information for the fiscal year. Helpful in preparing expenditure adjustment forms.

A number of these programs were written by agencies or were written at the agencies' request.

Contact P/P/P coordinator Richard Hall, 449-3174, for further information or assistance.

ENHANCEMENT PROJECT CONCLUDES FIRST PHASE

The Classification Enhancement project is now concluding its first phase. Since May, the project staff has conducted exhaustive research on job evaluation methods, developed plans for designing and testing a factor evaluation system similar to that used by the federal government and worked on the design of new job evaluation factors to be applied uniformly to non-exempt state positions.

Members of a central advisory committee that will represent various agencies and assist in the development and implementation of the revised evaluation system are presently being chosen.

In the next month, job rating panels will be formed to rank benchmark jobs that will serve as an anchor to the revised factor evaluation system.

For information, contact Eric Trimble or Joyce Brown, Enhancement Project Staff at 449-3871.

DECISION EFFECTS DEFERRED COMPENSATION PROGRAM

On July 6, 1983, the United States Supreme Court held in Arizona Governing Committee v. Norris that effective August 1, 1983, an employer may not offer to its employees the option under a deferred compensation plan of receiving unequal benefits on the basis of sex. This ruling has affected the state's deferred compensation plan in regard to the choices participating employees need to make for receiving deferred compensation benefits upon retirement.

Currently, participants nearing retirement must select deferred compensation benefit payments from one of the following options:

1. Life Income with Payment Certain
   Payments will be made monthly during the lifetime of an individual, if the individual lives beyond the selected period certain. A period certain of 120, 180 or 240 months may be chosen. If the individual dies prior to the end of such period certain, level payments will continue to the designated beneficiary for the remainder of the certain period.

2. Joint and Last Survivor Income
   Payments will be made monthly during the lifetime of an individual and another named individual as long as either is living.

3. Installments of a Designated Period
   The amount to be paid under this option will be paid over the number of months chosen, which could be as little as one to any number, as long as each payment is expected to be at least $25.

4. Other Types of Annuity
   The insurance carrier may agree to another payment option which would best benefit the participant.

The first two of these options were affected by the Norris case, while the last two were not. This is because the state's insurance carrier, under these first two options, used sex-based tables to determine benefit payment amounts. Retirement-aged females are currently expected to outlive retirement-aged males. Monthly benefit amounts for females were less than those for males. The insurance carrier has already provided the state with the contract changes and unisex tables to correct this problem under Option 1, but not for Option 2. Until the necessary unisex tables are available, the Joint and Last Survivor Income option will not be offered to retirees.

For further explanation of these options contact your Montana Benefits Inc./G. T. Murray and Co. representative, 443-6398.

AFFIRMATIVE ACTION PLANS TO BE APPROVED

With the adoption of rules on Veteran's and Disabled Civilian's Preference, the EEO unit will again begin processing affirmative action plans for approval. Rule 2.21.1405 of the Preference rules encourages affirmative action goals to be considered along with relative qualifications when breaking a tie among preferred persons. The EEO unit will be in contact with each agency's EEO officer within the next few weeks to discuss modifications and approval of agency plans.

For further information, contact Jim Nys, 449-3871.

PERSONNEL REFERENCE

The following article on Social Security changes is the sixth in a series of articles on personnel-related matters which will be appearing in the Perspective. You may wish to detach and save this article for future reference.

SOCIAL SECURITY CHANGES OUTLINED

Included in recent federal legislative changes are long-range financing measures specifically designed to strengthen Social Security financing well into the next century. The changes are intended to assure that the Social Security system will be around to pay benefits to future generations of retirees by bringing projected income to Social Security over the next 75 years into balance with projected expenditures. The legislation also includes provisions specifically designed to assure the timely payment of benefits in both the short and long-range, even if the economy performs less well than expected.

Key provisions to accomplish these goals include:

- gradually raising the age for full retirement benefits from 65 to 67 for people reaching age 62 between the years 2000 and 2022;

- taxing up to one-half of Social Security benefits for beneficiaries who have substantial amounts of other income in retirement; and

- establishing "stabilizer" and "fail-safe" mechanisms to protect against adverse economic conditions.

Two other provisions in the new law increase the amount of Social Security benefits payable to older people who continue to work by:

- liberalizing the earnings test for people 65 and over, and

- increasing delayed retirement credits

Raising the age of eligibility for full retirement benefits was enacted by the Congress in order to completely eliminate the Social Security financing deficits projected to occur in the next century.

The gradual phasing-in of the retirement age change is expected to give people ample notice and permit them to plan accordingly. For example, the oldest person affected by the change would be someone born in 1938, who would reach age 62 in 2000 and would need to work an additional 2 months past age 65 for full retirement benefits. (see accompanying chart)

Other measures are designed to discourage early retirement and provide voluntary incentives for later retirement. Age 62 early retirement will be retained, but the formula reduces the benefit payable at age 62 to 70 percent instead of the present 80 percent of what the benefit would be at full retirement age. Delayed retirement credits paid to people who delay their retirement past 65 will be increased from the present 3 percent to 8 percent per year between 1990 and 2008. The credits are given for each year a worker does not get benefits between the full retirement age and age 70 because of work.

Beginning in 1990, the rate at which earnings above the annual earnings limit reduces benefits will be decreased for people 65 and over from $1 for every $2 in excess earnings to $1 for every $3. Beginning in the year 2000, the age at which the new withholding rate applies will increase as the retirement age increases.

A "stabilizer" mechanism provides that future automatic cost-of-living increases will be limited to the lesser of the increases in average wages or the Consumer Price Index (CPI) when the reserves in the combined retirement and survivors trust fund and disability insurance trust fund fall below a specified percentage of anticipated expenditures. The triggering trust fund percentage is 15 percent from 1984 through 1988 and 20 percent for 1989 and later.

NEW RETIREMENT AGES FOR FULL BENEFITS

Born in	Retirement Age Year/Months
1938	65/2
1939	65/4
1940	65/6
1941	65/8
1942	65/10
1943 - 1954	66/0
1955	66/2
1956	66/4
1957	66/6
1958	66/8
1959	66/10
1960 and after	67/0

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MONTANA PERSONNEL PERSPECTIVES

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Volume III

October 1983

EMPLOYEE INCENTIVE AWARDS PROMOTED

The State Employee Incentive Awards Program is more than eighteen months old. There have been 149 suggestions submitted for awards. 117 of these have been completely evaluated resulting in 105 rejections, 7 approvals and 5 ideas still being tested. Twenty-two suggestions are awaiting agency evaluations and ten are ready for discussion at the next Incentive Awards Advisory Council meeting planned for November.

Other employers have found successful suggestion systems are a useful tool to increase employee motivation. One of the main motivators is the employee's sense of accomplishment. Rewards from state government jobs often come slowly for the ambitious employee. A successful employee incentive awards program provides employees with more immediate feedback, a greater sense of job satisfaction and a fatter pocketbook.

Management also benefits from a successful employee incentive award program by providing mandated services in a more efficient manner. Management commitment is the most crucial factor in the success of suggestion systems of this type. Agency managers are encouraged to assist the state Personnel Division with promoting employee interest and participation in the state incentive awards program.

The State Employee Incentive Awards Program needs to improve in three ways:

1. The number of suggestions submitted needs to be increased. Supervisors and managers are encouraged to discuss the state program with their employees and encourage employees to participate in the program.

2. The number of successful suggestions relevant to the total number of suggestions submitted needs to be increased. The state will be taking a closer look at suggestions submitted this year.

3. The time it takes to evaluate an employee's suggestion needs to be shortened. During the next year the program will try to get a response to the employee within 60 days from receipt of the suggestion.

Contact Joe Michaud at 449-3871 for further information about this program.

EEO ANNUAL STATUS REPORT RELEASED

Governor Ted Schwinden released the Annual Report on the Status of Equal Employment Opportunity in the Executive Branch of State Government and reiterated his commitment to eliminating employment discrimination against women, minorities and the handicapped in Montana state government.

"This year's report for the period ending June 30, 1983, shows we can do something about the underutilization of women and minorities in state government when we commit ourselves. Employment of women and minorities in the executive branch of state government has steadily improved both in relative and absolute numbers during the last two years," the Governor said.

The report shows continued progress in the advancement of women, minorities and the handicapped in state government. Among the specific findings are:

- The average wage paid to women increased from 69.4 to 75.7% of the average male's salary.

- The number of women employed in managerial, professional and technical jobs has increased nearly as much in the last year as it did in the previous seven years.

- The state has achieved much in the last few years, but still lags somewhat behind the private sector in most areas in employing women and minorities.

- The state has provided training to nearly 3,500 employees on the prevention of sexual harassment in the work place.

The Governor cited the reasons for the improved statistics as the existence of a strong statewide affirmative action program under the guidance of the Department of Administration's State Personnel Division and as approved affirmative action plans in place in every executive branch agency of state government.

Governor Schwinden said, "Our commitment is genuine as well as symbolic and gains are finally starting to be made."

Copies of this report are available from the State Personnel Division, 449-3871.

JOB SHARE LEGISLATION EFFECTIVE OCTOBER 1

Legislation to encourage job sharing for employees became effective October 1. Job sharing is the sharing of one position by two or more employees.

Benefits for job share partners are pro-rated, including the state's group insurance share, based on the hours worked. The partners will be treated like permanent part-time employees for leave accrual and holiday benefits purposes. For additional information on pro-rating the insurance contribution, contact Denise Boyett, 449-3871.

Current employees, either full-time or part-time, may not be converted to

job sharing, unless they request to be considered for a job sharing position.

For additional information about job sharing, contact your agency personnel officer.

POLICY TASK FORCE UPDATE

Policy task forces have been assembled for review of the state Employee Record Keeping Policy and the state Moving and Relocation Expenses Policy.

Linda Rickman will lead the Employee Record Keeping Policy review group which will meet at 9:00 a.m., October 24. Barb Charlton will lead the Moving and Relocation Expenses review group, which is tentatively scheduled to meet at 1:30 p.m., October 25.

For additional information, contact the task force leaders at 449-3871.

POLICIES ON PERFORMANCE APPRAISAL AND GRIEVANCES REVISED

Revised rules on Performance Appraisal and Grievances have been distributed to the Personnel Network for review and comment.

The Performance Appraisal changes amend the existing rules.

The Grievance Policy has been more extensively overhauled and is proposed as a new set of rules.

Both policies were revised with the assistance of a task force. For futher information, contact Gail Kuglin at 449-3871.

SICK LEAVE RULES AMENDED EFFECTIVE OCTOBER 14

Amendments to the Sick Leave Policy which implement a statutory change regarding accrual of leave while in a leave without pay status were effective October 14. Employees will no longer accrue either sick leave or annual vacation leave credits while in a leave without pay status. The annual leave rules will be amended at a later time to reflect this statutory change, which was effective October 1.

The rules also were amended to clarify the fact that nothing in the rules automatically guarantees approval of sick leave.

Procedures relating to the request of a physician's statement were amended to remove the requirement that the employee must be informed of the need for a statement before returning to work. Other licensed practitioners have been added to those persons who may supply a statement of illness or disability and a section has been added allowing an agency to require an employee to be examined at the agency's expense.

For additional information about these changes, contact your agency personnel officer.

GLOSSARY DISTRIBUTED TO MOM HOLDERS

A glossary for the Montana Operations Manual, Volume III, has been distributed to holders of the manual. The glossary is a guide and has not been adopted as administrative rules.

For further information about the glossary, contact your agency personnel officer.

1984 HOLIDAYS LISTED

A memorandum listing 1984 holiday observances has been distributed to holders of the Montana Operations Manual, Volume III. The dates listed are observances for employees who are scheduled to work Monday through Friday. Other employees should contact their supervisors or agency personnel officers for information about holidays.

HOLIDAY	DATE OBSERVED
New Year's Day	Monday, January 2, 1984
Lincoln's Birthday	Monday, February 13, 1984
Washington's Birthday	Monday, February 20, 1984
Memorial Day	Monday, May 28, 1984
Fourth of July	Wednesday, July 4, 1984
Labor Day	Monday, September 3, 1984
Columbus Day	Monday, October 8, 1984
Election Day	Tuesday, November 6, 1984
Veteran's Day	Monday, November 12, 1984
Thanksgiving Day	Thursday, November 22, 1984
Christmas Day	Tuesday, December 25, 1984

EMPLOYEE HANDBOOKS AVAILABLE

The new edition of the Employee Handbook is now available. It contains legislative and administrative changes which have taken place in the last two years.

The handbook should be ordered directly from the Central Stores Bureau. The cost is 30¢ per copy. The Personnel Division does not stock copies of the handbook.

For additional ordering information, contact Central Stores.

STAFF CHANGES

Robert Liston is the new Handicapped Employment Coordinator. He began work on October 5 and can be reached at 449-3871.

John Camper has been selected as a Staff Development Specialist in the training section of the Employee Relations Bureau. He will begin work on October 24 and can be reached at 449-3871.

Linda Hatch, Labor Relations Specialist has accepted a position with the

Golden Triangle Community Mental Health Center in Great Falls. Her last day was October 19.

Vi Pigman has moved from her position as Administrative Aide for the Classification Bureau to the Administrative Clerk with the state's group benefits program. She can be reached at 449-3871.

Jan Shope has moved from her position as Receptionist to the Administrative Aide for the Classification Bureau. She can be reached at 449-3871.

STATE HEALTH PROMOTION ACTIVITIES

Trying to Quit Smoking?

Help and support is available to state employees from the Freedom From Smoking Class offered through the Health Promotion Program. Developed by the American Lung Association, 60-70% of the individuals taking this class in Helena, have quit smoking!

The clinic is based on the underlying premise that smoking is a learned behavior. Emphasis is not on scare tactics, but on unlearning this behavior and substituting in its place healthy new alternatives. A lifetime of maintenance is the central focus.

An evening class is being offered in October. Additional classes will be offered as interest is expressed in the course. For further information, call 443-1010 Ext. 365.

CLASSES/ACTIVITIES:	TIME:	DATES & PLACES:
Smoking Cessation	Tuesday 7:00 pm to 9:00 pm	October 18 - November 18 City-County Building
Positive Eating Patterns	Tuesday 10:30 am to 12:00 am	October 25 - December 13
Wellness	Tuesday 10:00 am to 12:00 am	October 25 - November 29
Stress Management	Wednesday 1:30 pm to 3:00 pm	November 2 - December 7
Blood Pressure Screen	Thursday 9:00 am to 1:00 pm	October 20 Commerce Building Main Floor Conference Room

Positive Eating Patterns

Positive Eating Patterns is a unique weight loss program which was developed by Registered Dietitians. It emphasizes the importance of eating habits which are based on sound nutritional principles and a regular exercise program in successful life-long weight control. Tools for making permanent changes in behavior are also taught and practiced.

GCEH AND MAR CO-SPONSOR CONFERENCE

Approximately 115 employers, rehabilitation counselors and disabled consumers participated in a state conference co-sponsored by the Governor's Committee on Employment for the Handicapped and the Montana Association for Rehabilitation in Great Falls on October 5 and 6.

Lieutenant Governor George Turman presented a proclamation to Bob Liston, the new Handicapped Employment Coordinator. The proclamation was signed by Governor Ted Schwinden on September 29 stating that the week of October 3 - 7, 1983 was "Montana Employ the Handicapped Week." The proclamation urged public and private employers to take fresh approaches and renew energy to expand employment opportunities for Montana's disabled citizens.

Highlights of the conference were 100 people participating in a four-hour Windmills training program, the GCEH meeting which included task force updates, and Ralph Lange discussing the Larimer County Project relating to the Job Training Partnership Act.

P/P/P USER GROUP ACTIVITY

The P/P/P User Group is made up of representatives of 9 agencies who meet on a monthly basis.

The purpose of the group is to evaluate ideas on how the P/P/P/ system can be improved to better meet agency requirements. This includes not only modifying existing reports and developing new ones, but also looking at what data should be held in the system.

The following is a list of the results to date.

Payments to a Non-existent Responsibility Center - Quite often payroll expenditures are coded to a responsibility center on payroll prior to the center being established in SBAS. Currently the expenditure in the P/P/P system would default to program zero and need to be manually adjusted to the correct program once it has been established. By the end of October the system will make these correction automatically.

Turnover Summary - This report will be produced on a semi-annual basis and should be ready by January 1. It lists all the reasons for termination by class code with a summary of reason for both class code, occupational group code, and the agency in total. An example of this report was circulated to all agencies in August.

Position Control Report - The position control report has been reformatted and should be available by December 1. The new format is a result of agency comments over the past year.

Vacant Position Report - This report will be available in the agency CULPRIT library and can be run at the agency's discretion. It lists all positions comparing the projected expenditures with the budgeted amounts. Agencies may use the automatic budget adjustment facility on the payroll status and termination forms to project expenditures for each position in the agency budget.

Responsibility Center Costs by Position - This report will be made available by the end of October in the agency program library. It groups all positions and incumbents by responsibility center into groups of professional and non-professional positions. The year to date salaries and benefits for each incumbent is listed.

Incumbent Listing Per Class Code - This report will list all employees from a specific class code together with their position numbers and annual salaries. This report is currently being examined for production..

Questions or suggestions relating to the reports or data held in the system may be addressed to Richard Hall at 449-3174.

ANNUAL EEO CONFERENCE October 20-21

Approximately 120 people plan on attending the State Annual EEO Conference on October 20-21, Cogswell Building, Room C-209, in Helena.

Lieutenant Governor George Turman, will open the conference with a short address on Equal Opportunity in Montana. Some of the other key speakers include Ralph Barr, Director, Salt Lake Area Office of Federal Contract Compliance, and Dr. Gilbert Roman, Director, Denver Office for Civil Rights.

The agenda also includes a panel discussion on merit employment and absolute preference, a panel discussion on EEO/AA and collective bargaining, a workshop on prevention of sexual harassment in the work place; and a workshop on comparable worth in job classification.

The conference has no registration fee and is open to anyone who is interested in attending. For further information, contact Jim Nys, 449-3871.

WRAP-UP OF THE 1983 U. S. SAVINGS BONDS DRIVE

The 1983 U. S. Savings Bonds Drive formally ended September 30. To date, 251 state employees have joined the Savings Bond program or increased the amount they were already saving. This number represents a 39% increase in Savings Bond participants since the drive started on September 1.

Employees may sign up for bonds throughout the year by contacting their payroll offices. If additional materials explaining the program are needed, please contact the Director's Office, Department of Administration, Room 155, Mitchell Building or call 449-2032.

DNRC ACCEPTS CLASSIFICATION DELEGATION

The Department of Natural Resources and Conservation has signed an agreement with the Personnel Division to begin Phase I of the delegation of the classification process. The first phase in the delegation process allows the agency to process classification action with only limited review by the Classification Bureau and gives the agency an opportunity to become more familiar with classification procedures and methods.

After successfully completing Phase I the agency will be given the opportunity to enter Phase II. In this phase the agency will be given authority to implement certain classification actions without prior review and approval

from the Classification Bureau.

DNRC is the fifth agency to start the delegation process. The others are University of Montana, Montana State University, The Department of Social and Rehabilitative Services, and Department of Administration.

The Personnel Division is delegating classification authority for several reasons:

1. To streamline the daily classification process and to cut down on the time that it takes to process classification actions;

2. To allow the classification bureau to spend more time on system development and revision, technical assistance and training, and systematic review and post auditing;

3. To give agencies greater ownership and participation in the classification system; and

4. To enhance the credibility of the appeals process by allowing the classification bureau to perform a more independent review of an appeal.

For further information, contact John McEwen at 449-3871.

STATE EMPLOYEE GROUP BENEFITS ADVISORY COUNCIL UPDATE

A performance review of the deferred compensation investment options, a review of the three new variable investment options offered by Nationwide, a review of the new eligibility certification procedure, and a report on the change over from Blue Cross to Mutual of Omaha were presented at the October 13 meeting of the Employee Group Benefits Advisory Council.

For further information, contact Rod Sundsted at 449-5614.

DEFERRED COMPENSATION UPDATE

Compared to other deferred compensation plans, Montana's plan is among the best in the country. Dennis Taylor, Greg Murray, and Joe Michaud recently were informed of this fact at the Fourth Annual Conference of State Deferred compensation Administrators held in Denver.

Ideas for marketing the plan and its investment options to most benefit individual participants; ideas for assuring that the plan complies with all binding decisions, laws, and regulations; and ideas for verifying plan asset accounts were among the useful information obtained at the conference. A summary of this conference has been prepared and will be distributed to the members of the Employee Group Benefits Advisory Council.

Nationwide Life Insurance Company has offered to include three new variable funds as additional options to the Montana Deferred Compensation Plan. These proposed additions consist of a reputable growth stock fund, an income stock fund, and a bond fund.

Presently, the variable options offered by the plan include four growth stock funds, an income stock fund, a bond fund, and a money market fund. The Advisory Council members and the administrative staff are now studying whether or not the addition of these three funds will be in the best interests of current and prospective participants.

The Deferred Compensation Plan Document is now undergoing revisions to assure compliance with all binding decisions, laws, and regulations. These will be distributed to all participants when finalized.

The administrative staff is studying the possibility of making deferral payments to Nationwide Life on a biweekly basis, as opposed to the current monthly basis. This will enable participants to have their deferrals invested sooner. If this is possible, biweekly transmittals will begin early in 1984. Depending upon feasibility, deferrals from some University System employees (particularly those paid biweekly) may also be wired sooner and/or more often than once per month.

Participants trying to defer as much income as they can under IRS regulations must make sure that they do not exceed IRS limitations in 1983. If these are exceeded, participants could be liable for taxes due, including interest and penalties. Participants should check the total amount of income they have deferred to date and make any adjustment before the end of the year.

Assets in Montana's deferred compensation program now exceed $17 million, and monthly deferrals are exceeding $400,000. Over 3,000 employees (some former) are finding the program beneficial to their particular needs.

Questions concerning marketing tactics, administrative procedures, accounting and investment performance of assets, or compliance with laws and regulations should be addressed to Joe Michaud, at 449-3871.

STATE EMPLOYEES CONTRIBUTE TO THE UNITED WAY

State employees show their support of our community through their United Way contributions. Of the total $352,000 community goal, our goal is $48,000, or 13.6% of the total. At this time only the senior citizens are ahead of State employees in terms of percentage of goal given. Through United Way contributions state employees are visible leaders in making Lewis and Clark County and the Helena area a better place to live.

The economic recession continues to bring unprecedented numbers of people to United Way agencies. Many families are destitute - needing food, temporary shelter, clothing and moral support. The waiting list of children wanting Big Brothers and Sisters has grown even longer. Youth, the elderly, and families in our community seek United Way agency services daily. Thanks to the generosity of State employees, community support agencies are there to help.

1983 FALL WORKSHOP SCHEDULE
STATE PERSONNEL DIVISION

Date	Workshop	Time	Cost*
October 24 and 25	Effective Hiring Under the Veterans' and Disabled Civilians' Preference Law	8:30 - 5:00	$60.00
October 27	Orientation to Montana State Government for New Employees	1:00 - 4:30	$10.00
November 1	Minimum Qualifications/ Application Supplements	8:30 - 12:00	$20.00
November 16	Performance Appraisal for the Supervisor	8:30 - 5:00	$35.00
November 17	Windmills	8:00 - 12:00	none
December 2	Assessing Training Needs	8:30 - 4:30	$35.00
December 7	Time Management for Support Staff	1:30 - 4:30	$20.00
December 13, 14 and 15	Personnel Practices for Supervisors	8:30 - 4:30	$90.00

* Group rates are available to agencies enrolling two or more employees in a workshop.

NOTE: All workshops scheduled by the Personnel Division fall quarter will be conducted in Room 136 of the Sam Mitchell Building except for Personnel Practices for Supervisors on December 13, 14 and 15, which will be Room C-209, Cogswell Building.

Montana Personnel Perspectives is published monthly by the Department of Administration, Personnel Division. It is intended to keep personnel officers and agency managers informed of developments in the area of personnel management. Materials may be reproduced by state agencies without permission. Comments should be directed to the Personnel Division, Mitchell Building, Helena, Montana (449-3871).

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MONTANA PERSONNEL PERSPECTIVES

Number 9
Volume III

November, 1983

SPECIAL SESSION ON PREFERENCE OPENS DECEMBER 12

Governor Ted Schwinden has called the Legislature into special session December 12, to deal with the issue of preference in public employment for veterans, certain dependents, and disabled civilians.

The agenda for the Legislature's interim committee, chaired by Senator Joe Mazurek (D-Helena), which has been studying the preference issue, has been advanced in order to prepare for the December session. The committee met November 18 and 19 to receive staff reports and public testimony on the preference issue. They will meet again December 9 to complete work on the bill which will be introduced to the full legislature.

A June 16, 1983, decision of the Montana Supreme Court in Crabtree v. Montana State Library altered the historical interpretation of the state's employment preference law. Prior to the decision, the preference was applied by public hiring authorities as a relative preference, which means it was used as a tie breaker when applicants were "substantially equal."

The Supreme Court decision requires public hiring authorities to extend the preference to eligible applicants as an entitlement. If applicants with a preference meet the "business capacity, competency and education" standards as defined by the hiring authority, the applicant is entitled to the job.

For further information, contact the Employee Relations Bureau, 444-3871, or Lois Menzies, 449-3064, staff support to the interim committee.

DISCIPLINE HEARING DECEMBER 19

A public hearing on the state's proposed discipline handling rules has been scheduled at 9 a.m. Monday, December 19, in the auditorium of the Social and Rehabilitation Services Building.

The proposed rules provide for the discipline of state employees for offenses which are related to the job. Under the proposed rules, an employee must be given notice of the offense, what must be done to correct the problem, and must be given the opportunity to respond. The rules also provide access to the state's grievance handling policy.

The objective of the rules is to provide managers and supervisors with a consistent method of handling problems with misconduct or poor performance which have not been resolved through more informal means.

For additional information, contact Mark Cress, 444-3972, or Gale Kuglin, 444-3984.

EEO REPORT AVAILABLE

A limited number of copies of the 1983 annual report on the Montana EEO program are available by contacting Jim Nys, at 444-3796.

CONFERENCE TAPES AVAILABLE

Transcripts of the panel discussion on veteran's preference which was conducted at the annual EEO conference should be available by late December.

Approximately 120 persons attended the two-day meeting in Helena in October. EEO Coordinator Jim Nys has begun planning on next year's conference and welcomes suggestions for topics. He can be contacted at 444-3796.

U.S. SUPREME COURT TO HEAR EEO CASES

The U.S. Supreme Court has 31 EEO-related cases before it as it begins its new term. Among the issues the court will consider are:

- Can an employee allege an equal pay for equal work violation under Title VII, if the claim would not constitute a violation of the Equal Pay Act?

- Is a college which receives no federal assistance subject to Title VII coverage because some of its students receive federal grants?

- Does a court have the authority to modify a consent decree to enjoin application of a seniority based layoff policy and require layoffs to be based on consideration of race?

- May a six-months statute of limitations governing actions against public officials be disregarded because of inconsistency with the Civil Rights Act of 1871?

For more information about these cases, contact Jim Nys at 444-3796.

CLASSIFICATION ADVISORY BOARD TO MEET DECEMBER 16

The first meeting of the Job Classification Advisory Board is tentatively scheduled December 16. The purpose of the council is to advise and consult with the Personnel Division, Department of Administration, regarding the development, modification, and application of job classification methods.

The fourteen-member board is comprised of members representing the executive branch, university system, and general public.

The state employee members are:

Fritz O. Behr, Department of Justice
Yvonne Sylva, Department of Health and Environmental Sciences
Donald D. Gruel, Department of Highways
Curt Chisholm, Department of Institutions
Richard W. Wareham, Boulder River School and Hospital
Betsy Marie Phillips, Department of Revenue
Barbara Duffy, Department of Labor and Industry
Irene Claudette Johnson, Office of Public Instruction
Catherine M. Swift, Department of Social and Rehabilitation Services

Montana University System members are:

Cathy H. Conover, Montana State University
Dr. Jonathan Tompkins, University of Montana

General public members are:

Cheryl Gillespie, Mountain Bell, Helena
Virginia A. Bryan, Attorney-at-Law, Billings
William M. Murray, St. Vincent Hospital, Billings

For further information about the advisory council, contact Joyce Brown, Classification Enhancement Project Director, 444-3884, or Eric Trimble, Enhancement Project Specialist, 444-3886.

BENCHMARK POSITIONS DISTRIBUTED FOR REVIEW

Beginning the week of November 14, the Classification Enhancement Project staff began circulating draft copies of the benchmark job descriptions which will be evaluated and rated by forty job raters recommended by state agencies and by private personnel specialists.

Those agencies with identified benchmark positions will be asked to complete a questionnaire and provide comments on the adequacy of the benchmark descriptions. Agency personnel officers will coordinate the review process.

For additional information, contact the project staff, Joyce Brown, 444-3884, or Eric Trimble, 444-3886.

UNITED WAY UPDATE

The State of Montana is at 89% of its goal for United Way contributions this year. Overall, 66.8% of the total goal had been pledged early this month.

The United Way campaign reports that State Lands is up 31.7% over last year, and 25.5% over its goal. The Legislature is up 245% over last year and 66.6% over goal, with participants giving an average of $79.96. Fish, Wildlife and Parks has increased giving 46% and Public Instruction is up 12.4%.

FEDERAL GOVERNMENT ISSUES HATCH ACT GUIDELINES

The Federal Government recently issued a booklet entitled, "Political Activity and the State and Local Employee." It summarizes the law, regulations, and policies governing the political activities of certain employees of state and local governments who are covered by the Federal Hatch Act.

State employees covered by this federal law usually work in merit system positions.

Persons wishing copies of this booklet should contact: H. Alma Hepner, Director, Congressional and Public Relations, Office of the Special Council, U. S. Merit Systems Protection Board, 1120 Vermont Avenue, N.W., Washington, D. C. 20419, or they may call (202) 653-7143. State employees wishing additional information about Hatch Act coverage should contact their agency personnel officer.

PERFORMANCE OF DEFERRED COMPENSATION OPTIONS
AS OF SEPTEMBER 30, 1983

Fund	Type of Fund	Percent Asset Value Change in Last 3 Months	Percent Asset Value Change in Last 6 Months	Percent Asset Value Change in Last Year	Percent Asset Value Change in Last 2 Years (Yearly Average)	Percent Asset Value Change in Last 10 Years (Yearly Average)
Deferred Compensation Plan Options:						
1. Fixed annuity-money invested before January 1, 1981	Guaranteed rate of return - Long-term commitments	2.2	4.4	8.8	8.7	8.2
2. Fixed annuity-money invested after January 1, 1981	Guaranteed rate of return - Long-term commitments	3.0	5.9	12.1	12.1	INA*
3. Nationwide Fund	Income Stocks	0.0	6.1	30.4	.20.9	7.7
4. Seligman Growth Fund	Growth Stocks	-7.1	5.0	46.2	27.4	13.9
5. Putnam Investors	Growth Stocks	-5.5	1.1	40.6	28.2	15.2
6. Massachusetts Investors Growth Stock Fund	Growth Stocks	-4.8	5.4	40.8	26.2	15.0
7. Mutual Investing Money Market Fund	Short-term debt instruments	2.0	3.8	7.9	10.4	INA*
8. Massachusetts Financial High Income Trust Fund	High-income producing bonds	1.4	9.9	39.1	36.8	INA*
9. Massachusetts Capital Development Fund	Higher-risk growth stocks	-2.7	14.2	67.1	42.8	27.6*
Market Indicators:						
1. U.S. Consumer Price Index	Measure of price changes	1.2	2.7	2.7	3.8	8.3
2. Dow Jones Industrial Average+	Industrial stocks	0.9	9.1	37.6	21.5	4.2
3. Dow Jones Bond Avg.+	Bonds	-1.7	-2.9	10.8	13.8	-2.2
4. Money Market Funds as published in the Wall Street Journal	Short-term debt instruments	2.2	4.4	8.6	10.0	INA

INA - Information used to compute this statistic is not available.
* - This option was not available to state employees before 1/1/81

+Does not include realized interest or dividend income

The above information does not represent any particular participant's investment experience nor does it represent future fund performances.

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MONTANA PERSONNEL PERSPECTIVES

Number 10
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December 1983

SPECIAL SESSION ENDS WITH A RELATIVE PREFERENCE

The Special Session of the 1983 Legislature lasted for six consecutive days and resulted in a relative preference in initial hire only. The legislature clearly stated that employment preference be applied among two or more applicants who have substantially equal qualification. The legislature went on to define "substantially equal qualifications" to mean "the qualifications of two or more persons among whom the public employer can not make a reasonable determination that the qualifications held by one person are significantly better suited for the position than the qualifications held by the other persons."

The bill which was signed by the Governor on December 20, 1983, is cited as the "Montana Veterans and Handicapped Persons Employment Preference Act." The act gives preference to:

- Veterans with honorable discharges from the service for 15 years after discharge or 5 years after the bill becomes law.
- The unremarried spouse of a person who died on active duty or who is listed as a prisoner of war or missing in action;
- The spouse of a disabled veteran or civilian who is unable to use the preference himself; and
- Physically and mentally handicapped civilians.

Some of the other key points included are:

(1) The act covers executive, judicial, and legislative branches of state government. It also includes city, town, and county governments. It exempts state and local elected officials, temporary positions, certain immediate staff of elected officials and direct appointments made by elected officials. The act also exempts the university system, post secondary vocational-technical centers, community colleges, and all public schools.

(2) The act includes residency requirements. The applicant claiming preference must be a U.S. citizen. He must have resided continuously in the state for at least 1 year before applying for public employment and if applying for a local government position, he must have resided for at least 30 days in the city, town, or county in which employment is sought.

(3) A disabled veteran is a veteran who suffers a service-connected disability of 30% or more.

(4) Mental impairment does not include alcoholism or drug addiction and does not include any mental impairment that has been used by an individual claiming preference as a defense to any criminal charges.

(5) The old law section 10-2-201 through 206 MCA is repealed. The repeal applies retroactively to bar any claim of violation that has not been reduced to judgment.

(6) The Department of Administration was given rule making authority to implement the act and to consult with the Department of Social and Rehabilitative Services in adopting rules governing certification of handicapped persons.

The Department of Administration is forming a task force consisting of representatives from all concerned groups to aid in the writing and implementation of rules relating to the administration of preference. The Department of Administration wants to ensure that the public, especially those persons and organizations interested in the employment preference law, are afforded sufficient time and opportunity to participate in the rule making process. The first task force meeting is tentatively scheduled for the first week of January. For further information, please contact Jim Nys at 444-3796.

DISCIPLINE RULE REVISIONS TO BE NOTICED AGAIN FOR ADDITIONAL COMMENT

Seventeen persons appeared to testify at the public hearing held on Monday, December 19 on the proposed discipline handling rules. Six people spoke in favor of the new rules, while eleven persons suggested change. Any revisions to the discipline handling rules made as a result of the current comment period will not be adopted as administrative rule at this time, but will be renoticed for an additional comment period.

Usually, at the close of a comment period, the Department of Administration would review the comments, respond to them, and make any revisions the department felt would be appropriate. There would be no opportunity for comment on those final revisions and the rules would become binding.

Approximately 135 copies of notices of rule activity are routinely distributed to interested persons and groups, including employee representatives, the Interdepartmental Coordinating Committee for Women, the Merit System Council, agency directors and personnel officers and other interested persons. This will be done again with the discipline handling policy when the revised rule proposal is ready for comment.

Interested employees should contact their agency personnel officer or ICCW representative for a copy of the rule proposal. For further information on the discipline handling rules, contact Mark Cress, 444-3927, or Gale Kuglin 444-3984.

POLICY UPDATE

Agencies have made initial comments on the proposed revisions to the Grievances and Performance Appraisal policies. The task forces of agency personnel which worked on those policies will meet to review the comments and develop additional changes where appropriate.

For further information about these policy revisions, contact Gale Kuglin at 444-3984.

PROFESSIONAL DEVELOPMENT CENTER UNDERWAY

In response to recommendations made by the Governor's Council on Management, coupled with the Personnel and Labor Relations Study Commission report, the Forty-eighth Legislature approved funds for the creation of a statewide management training program to be assigned to the Personnel Division, Department of Administration. The project, which becomes operational January 1, has been incorporated into the current training program, Employee Relations Bureau.

Management training will be the primary focus of the newly formed Professional Development Center (PDC). It will also provide training for non-management personnel in conjunction and cooperation with trainers from other departments. The PDC staff currently consists of Jim Burgess, Director, and Judy Schill and John Camper, Staff Development Specialists.

A newly formed interdepartmental Advisory Council met for the first time December 8th. Members of that Advisory Council are Gary Blewett, Workers' Compensation; Dan Bucks, Revenue; Dr. Patricia Douglas, University of Montana; Nancy Leifer, Commerce; Russell McDonald, Highways; Marilyn Miller, OPI; William Spivey, SRS; Dr. Kenneth Weaver, Montana State University; and Dennis Taylor, Administration. Input for the curriculum to be offered for supervisors and middle managers, as well as special seminars for senior managers and executives, is currently being received from the members of the advisory council.

An initial test of some modules of the supervisory management curriculum will be conducted in the first quarter, 1984, with the entire program ready for enrollment in July, 1984. Future courses to be provided by the Professional Development Center will be announced in the next quarterly training schedule.

For further information concerning the Professional Development Center, please contact Jim Burgess, Judy Schill, or John Camper at 444-3774 or 444-3749.

PROPOSAL FOR A P/P/P REPORT ON STATUS OF LEAVE

A proposal to maintain in the personnel portion of the P/P/P system a listing of all leave taken and earned each pay period has been made. Currently the system only maintains a current balance of employee leave.

This type of leave tracking would ease the burden of determining if an employee must use any excess annual leave, a task that must be undertaken for the first three months of each year. Major system changes will not take effect for several months and therefore will not contain the needed data for the 1984 calendar year.

An alternative system has been developed for those agencies that wish to use it. A program has been developed that must be run by each agency every biweekly cycle that will track all leave used and taken in a biweekly period. It also accumulates the biweekly information. A second program is available which uses this data to create a hard copy report.

Contact Richard Hall at 444-3473 after January 2 in order to use this program. To use this program, it must be run the first time by January 20. Agencies need to set up the program prior to its use.

To provide any input regarding what should be recorded or what type of reports agencies would like to receive, contact Jim Nys, Personnel Division, Department of Administration at 444-3796. He has been designated as the person to contact regarding the use of the personnel portion of the P/P/P system.

A do-it-yourself program along with many others is available in the library of P/P/P programs known as 'cy0350.agylib/pgm'. The first member of this library is an index to all programs available. To be able to use this and other programs without programmer assistance from Richard Hall, agency personnel may attend a half day class on computer terminal use and how to access the P/P/P database. This course is designed for those with no data processing background and is presented upon request. Simply call Richard Hall, 444-3473, to take advantage of this free course.

DEPARTMENT OF STATE LANDS ACCEPTS CLASSIFICATION DELEGATION

The Department of State Lands has signed an agreement with the Personnel Division to begin Phase I of the delegation of the classification process. The first phase in the delegation process allows the agency to process classification action with only limited review by the Classification Bureau and gives the agency an opportunity to become more familiar with classification procedures and methods.

After successfully completing Phase I the agency will be given the opportunity to enter Phase II. In this phase the agency will be given authority to implement certain classification actions without prior review and approval from the Classification Bureau.

The Department of State Lands is the sixth agency to start the delegation process. The others are University of Montana, Montana State University, Department of Social and Rehabilitative Services, Department of Administration and Department of Natural Resources and Conservation. For further information regarding the delegation process, contact John McEwen at 444-3894.

A SCHEDULE OF STATE HEALTH PROMOTION ACTIVITIES

January is traditionally the time for Americans to think about and make plans for self-improvement. Health-related concerns have long been a favorite topic for New Year's Resolutions. With the pressures and parties of the holiday's over, January 1st is a good time to embark upon a risk-reduction program such as quitting smoking or losing weight.

The state health promotion program will be offering both day and evening Smoking Cessation and Positive Eating Patterns classes in early January. Look for exact dates and times in the January pay check insert.

Remember--if a spouse or other family member is covered under the state insurance plan, they are eligible to take classes and participate in health promotion activities.

Most agencies are allowing class participation on work time for one class per year. If you are unsure of your Department's policy, check with the Director's office.

Make your 1984 New Year's Resolution to stay healthy by improving your lifestyle - exercise, relax, eat right, and stay well, well, well.

Call 443-1010 ext. 365 for more information on upcoming classes.

OFCCP COMPLIANCE WORKSHOP

The Montana State University Affirmative Action and Human Resources Office is sponsoring a workshop for federal contractors on contract compliance. The workshop is scheduled for February 22-23, Strand Union Building, MSU, Bozeman, MT. The workshop costs $10.00 for persons who plan to participate in a group lunch. Speakers are from Denver and Salt Lake and will discuss topics ranging from utilization analysis to how contractors are selected for a compliance review. For further information, please call Zee Giraldo at 994-2042 in Bozeman.

GCEH TO WELCOME NEW MEMBERS

The next quarterly meeting of the Governor's Committee for Employment of the Handicapped is scheduled for Tuesday, January 10, 1984, Room 136, Mitchell Building, Helena, at 9:30 a.m.

The committee will welcome a new chairman and some new committee members. The executive order establishing the committee has been extended for another two years. As a result the committee recommended some changes to its current membership. Some people are being replaced because of other commitments and two representatives are being added. The additions include a state agency director who will be rotated every two years and a representative from special education.

The GCEH has invited Jayne Mitchell, Attorney, Department of Administration, to the meeting to brief the committee members on the legal concerns of establishing a volunteer program for state government. The committee will also hear task force reports and determine its activity areas for 1984.

If you have questions or need further information, please contact Bob Liston at 444-3885.

STATE WORKERS RECEIVE CASH AWARDS FOR COST-SAVING IDEAS

Two state employees were presented cash awards for their ideas on how to improve state government operations on December 15, 1983. Governor Ted Schwinden awarded Highway Patrolman Philip Hensel, Harlowton, a $500 award and S. E. (Swede) Jensen a Highway Department employee from Bozeman, a $200 award for their ideas.

While on duty, Patrolman Hensel noticed that some bridges constructed on private land caused excessive snow drifting on state highways. He received permission from Highway Department engineers to negotiate on his own time with the landowner for a more suitable arrangement. The result was a more efficient bridge that is less conducive to drifting. Hensel's idea has already saved the state $13,000 excluding the reduction of plowing costs.

Jensen suggested a new method for replacing damaged concrete medians on divided highways. After a recent evaluation of the idea, Highway Department employees discovered that Jensen's method used fewer men and took less time to complete the replacement process. The idea is expected to save the state at least $2,000 a year in reduced labor costs.

The awards are part of the State Employee Incentive Awards Program, which provides monetary rewards for suggestions made by employees that result in cost savings or improved government services. Employees have submitted 157 ideas so far.

The object of the program is to encourage state employees to be more creative in looking for better and cheaper ways of running state government. Employees with ideas that have been approved by an inter-agency advisory council and the affected agency are given 10 percent of the first year's expected savings, up to a maximum of $500.

For further information regarding the Employee Incentive Awards Program, contact Joe Michaud at 444-3887.

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